

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
HYBRID MEETING
4400 Cobbs Drive
Waco, Texas
Board Room
April 14, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - RAD (South Terrace)
 - RAD (Estella Maxey)
 - Trendwood
 - Palladium
 - Real Estate – Jim Peevey
- VI. Discussion Items
 - Roles of Chair and Vice Chair
- VII. New Business
 - RESOLUTION NO. 3846 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES TO APPROVE THE PRESIDENT/CEO TO NEGOTIATE FOR AVAILABLE REAL ESTATE FOR THE PURPOSE OF PURCHASING REAL ESTATE IN WACO HOUSING AUTHORITY & AFFILIATES JURISDICTIONAL AREAS.
 - RESOLUTION NO. 3847 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA IN THE AMOUNT OF \$93,534.91 FOR REHAB OF 5 MOLD UNITS AT KATE ROSS.
- VIII. Departmental Report Questions
- IX. Consideration of Future Agenda Items
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
HYBRID MEETING
March 14, 2022
12:00 Noon

Interim Chair Jon Ramos called the meeting to order at 12:00 p.m.

I. Establishment of Quorum

Commissioner's present: Jon Ramos, Melli Wickliff, John Bible, David Mercer, LaTonya Lewis
Commissioners absent:

II. Hearing from Visitors

- Recognition of Officials

III. Approval of Minutes

Interim Chair Jon Ramos asked for a motion to approve the minutes of the February 2022 Board Meeting. Commissioner Melli Wickliff made the motion and Commissioner John Bible seconded the motion. Interim Chair Jon Ramos called for a vote and the motion passed unanimously.

IV. Updates

President/CEO gave the floor to Ruben with Brinshore, and he provided an update to the South Terrace RAD project.

President/CEO updated the board on the process for Estella Maxey RAD Development and our new developer Integrand introduced their team.

President CEO updated the board on Trendwood and that we are still working on submitting paperwork in partnership with Steele Properties to HUD and TDHCA

President/CEO Milet Hopping gave an update to the strategic plan and that it has been completed and shared with the board the final copy.

President/CEO Milet Hopping informed the board that we were approved for the Housing Stability Grant, which will provide assistance to the clients we serve.

V. Discussion Items

New Board meeting dates were approved by the group. Going forward our board meetings will be held on the second Thursday of each month.

VI. New Business

RESOLUTION NO. 3845 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH CHUY'S TREE SERVICE OF LORENA, TEXAS IN THE AMOUNT OF \$108,300.00 FOR TREE TRIMMING AND REMOVAL AT ESTELLA MAXEY AND KATE ROSS APARTMENTS.

Milet Hopping advised the board that plan to enter a contract with Chuy's tree services to remove and trim trees from around Estella Maxey and Kate Ross. Interim Chair Jon Ramos asked for a motion to approve Resolution No. 3845. Commissioner Melli Wickliff made the motion and Commissioner John Bible seconded the motion. Interim Chair Jon Ramos called for a vote and the motion passed unanimously.

Resolution No. 3845

A copy of this resolution may be found in the resolution file.

VII. Reports

Administrative Services

Everything for Admin was usual business.

Information Technology

Every for I.T. was usual business.

OPERATIONS –Vice President Gloria Dancer

Rising Images

The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

MOD

Everything for MOD was usual business.

PUBLIC HOUSING

There are 1145 applicants on the WHA Public Housing Waiting list.

MAINTENANCE

The Maintenance Department continues to work on make readies.

SECTION 8 - Milet Hopping

The Section 8 department currently is leasing 2584 vouchers and has 3359 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping

Our Community Services Department was working to get vaccination clinics for residents and tenants.

FINANCE – Vice President Edwina Viera

A summary of the financial statements and the new Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

- Next meeting – discuss roles of Chair and Vice chair and in May vote for those seats.

IX. Adjournment

Interim Chair, Jon Ramos, adjourned the meeting at 12:49 p.m.

Secretary

Chair of the Board

Seal

Administrative Services Department March 2022 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **207** checks
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting on January 6th.
- Applications
 - **96** Public Housing / **30** Mart
 - **0** VASH
- Processed **671** pieces of incoming mail
- Processed **4,200** pieces of outgoing mail
- Proofed all department monthly reports
- Made **10,615** copies for departments
- Sent out **198** Late Notices for Public Housing
- Sent out **191** Notices of Concern
- Sent out **280** Utility Notices

Clients and Visitors

There was a total of **453 persons** that checked in to the receptionist in the lobby.

There was a total of **15,563 incoming calls** handled by the receptionist for the month.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. Raintree had a total of 80 units in the program, 40 very low income and 40 low income based on the compliance audit completed, 12 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. Picadilly had 6 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. Cimmaron had a total of 62 units in the program, 28 very low income and 34 low incomes. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

Information Technology

(IT)

March 2022

- **HMS Windows Software, Software Applications, & IT Support Calls**
 - All support calls were closed with-in 24 hours.
 - As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.

- **Web Page**
 - Waco Housing Authority web page address is www.wacopha.org
 - Webpage statistic have transitioned to google analytics

- **Server, Computer, and Phone System Uptimes**
 - WHA Network systems had no substantial downtime for the month

- **Miscellaneous**
 - Continued implementation of new video security infrastructure
 - Facilitated hybrid board meeting (zoom/physical), posted public information to wacopha.org and collected digital signatures on applicable board documents
 - Facilitated vendor with installing access control badge readers at 4400 Cobbs
 - File Vision (paperless ETR) Document initial scope of work draft review complete for HCV and Public housing admissions
 - Started redesign of wacopha.org
 - Implemented new web software platform, rental history reports for the work number income verifications
 - Procured smart phones & equipment to implement mobile work system for Public Housing

Board Report March 2022

Mar 1, 2022 - Mar 31, 2022

All Users
100.00% Sessions

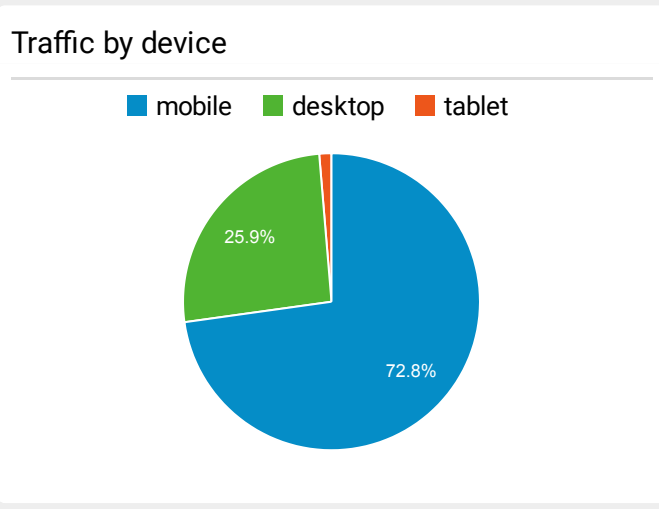
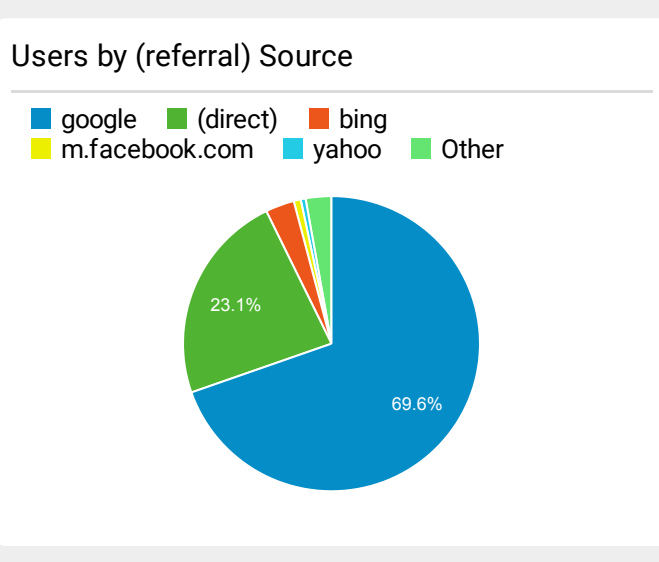
Total users
2,908
% of Total: 100.00% (2,908)

Pageviews (total traffic)
12,043
% of Total: 100.00% (12,043)

Sessions (total visits)
4,297
% of Total: 100.00% (4,297)

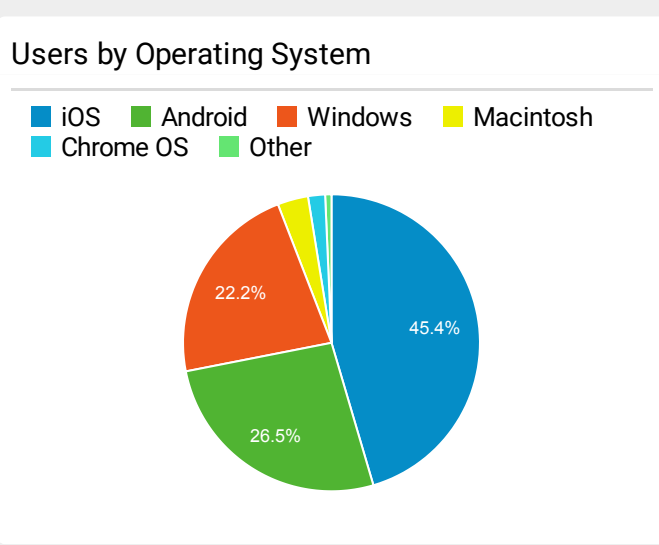
Pageviews by Page

Page	Pageviews
/	4,381
/page/waiting_list	693
/page/homepage	593
/page/Emergency Housing Voucher	537
/page/section_8	513
/page/Section 8 Landlord Program	508
/page/public_housing_ops	507
/page/departments	491
/page/contact_form	383
/page/hill_somervell_section_8	323



Pageviews by City

City	Pageviews
Waco	5,627
Austin	1,751
Dallas	1,349
Houston	345
San Antonio	161
Waxahachie	158
Temple	139
Fort Worth	91
Weatherford	60
McGregor	48



**Modernization Department
March 2022 Report**

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,173,656.49	99%	100%	August 15, 2025
2018/518	\$1,820,616.00	\$1,033,849.36	57%	57%	May 28, 2026
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	27%	28%	March 25, 2026
2021/521	\$1,692,421.00	\$84,621.06	5%	5%	February 22, 2025

Current Projects

Public Housing

- Tree Trimming at Estella Maxey & Kate Ross
 - Awarded to Chuy’s Tree Service for \$108,300.00
 - Estimated completion August 2022

- Mold Rehab of 5 units at Kate Ross
 - Recommend awarding to Zamco Services for \$93,534.91
 - Resolution on April board

Rising Images

None at this time

Rising Images, Inc.
Board Report for March 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
Picadilly	6	0	100%
Raintree	155	1	99%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$49,883.00	\$51,100.00	\$51,100.00	100%
Hunnington	\$34,050.00	\$34,315.00	\$34,315.00	100%
Misty Square	\$8,225.00	\$8,440.00	\$8,440.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$ 4,676.00	\$4,676.00	100%
Raintree	\$88,615.00	\$94,180.00	\$94,180.00	100%

Contracts (MOD)

Zamco Construction has finished the siding and is now waiting for the rain gutters for Hunnington Bldgs. B, C, & D - completed 03/09/2022.

Administration

Cimmaron is in compliance with the requirements for the Affordable Housing Program.
Hunnington is in compliance with the requirements for the Affordable Housing Program.
Picadilly is in compliance with the requirements for the Affordable Housing Program
Raintree is in compliance with the requirements for the Affordable Housing Program

South Terrace Apartments Waco LP Board Report for February 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	81	68%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$50,311.00	\$50,311.00	\$60,268.97	100%

Administration

South Terrace is continuing the process for RAD conversion.

**South Terrace Progress Report
Brinshore Development, L.L.C.
Waco Housing Authority Board Meeting
April 14, 2022**

Construction Schedule

Brinshore has been working closely with the architect, RBDR, and the general contractor, J4, to re-evaluate the construction delivery schedule, and identify ways to streamline the impediments to speeding up the delivery of units. We believe that we are approximately six months behind schedule currently, which puts the completion date of the project at April 2023.

Causes for Delay in Construction

We have identified four main reasons for delay:

1. **Storm Damage.** The water damage caused by the storm in January 2021 led to both unit damage and caused the attention of the general contractor to be diverted from the rehab of units to addressing the damage. Also, in the course of fixing damage, unforeseen conditions were discovered which further delayed the focus on the rehabilitation project. We estimate that this caused a delay of approximately four months. All of the work relating to the storm damage has now been addressed, so this issue is not likely to cause any further delay in construction.
2. **Turnover of Vacant Buildings.** The buildings at South Terrace typically have either two or four units in them each. Construction can only be efficiently pursued if entire buildings are vacated, for several reasons, including so that the general contractor can shut off water to the building. Initially the units turned over to J4 for construction were scattered throughout the property, without consolidating vacancies into whole buildings, so that there were insufficient units to build momentum. Right now, J4 has 57 units within its control, which is sufficient to work efficiently. We will continue to work to turn over entire buildings to J4, so this does not continue to present an issue.
3. **City Inspections.** Each unit must be inspected at different points in the process of construction a total of 15 times. The City's inspection process has been difficult for the project because of the delays in scheduling inspections, and because of the lack of coordination between the City inspectors and the general contractor. In our experience, the number of inspections and the untimeliness is unusual compared with other jurisdictions. When the inspector is in a unit without the presence of the contractor, the unit is often failed; if the contractor is present at the time of inspection, often a simple fix could be made in real time to allow for unit passage. Our team has been working with the City to improve the timing and coordination of these inspections, but they continue to be an issue causing delay.
4. **Timing of Payments to Subcontractors.** The process for payment of the general contractor and its subcontractors through the construction draw process has often taken longer than anticipated by the subcontractors. The delays in payment causes stress on the subcontractors,

and has resulted in some stopping work, leading to construction delays. The plumber recently stopped work for two weeks but is now back to work. The payment process has several steps in it, and there could be delays in each step. First, the subcontractors have to prepare invoices for submission to the general contractor to prepare the general contractor pay application. There have been issues within the accounting department at J4 which have resulted in a delay in preparing the pay application. Then the architect has to review the pay application confirming that the work has been completed that is being billed to the project. There has been an issue with the architect confirming the costs on the general contractor's pay application, but we have been working out a solution to this problem. Next, Brinshore prepares an Owners Sworn Statement for submittal to the lender and investor for approval. Citibank, the lender has been slow in its processing of the pay applications. The overall effect is that it is taking longer than the projected 45 days to process pay applications and get subcontractors paid. We are working on addressing each of the issues in the process to shorten the processing time.

Brinshore has been working to address each of the issues impacting the construction schedule to quicken the pace of turnovers to management.

By the Numbers:

- 57 units have been rehabbed to date. Of those, 52 are occupied, and the remaining 5 are expected to be moved in this month.
- J4 has in their possession 57 units within 31 fully vacant buildings.
 - They have possession of another 12 vacant units in partially occupied buildings; those occupants are assigned to upcoming rehab units.
 - They have possession of another 6 vacant units in partially occupied buildings; those occupied units will be assigned as soon as new rehab units are identified.
- As of the most recent schedule (which will need to be updated), J4 was scheduled to deliver 39 units between now and May 11; residents are assigned to all of 39 units. (We expect that J4 will deliver approximately half of those in the next 30 days.)
 - Of these 39 households, Management has LIHTC-certified 9 of the residents
 - These upcoming 39 moves will free up 23 more vacant units and move 16 of the storm-impacted residents back on site.

		Completion Dates as of 12/7/21	Notes	Bldg Status
Phase 2	COMMUNITY CENTER			
	LAUNDRY BLDG			
	1228 CARTER	12/9/2021	Tub enclosure not available for purchase. Had to procure alternate product. Delayed due to electrical inspection	VACANT
	1230 CARTER	12/9/2021		
	221 LYNDON	12/10/2021	Delayed due to electrical inspection	VACANT
	223 LYNDON	12/10/2021		
	217 LYNDON	12/10/2021	Delayed due to electrical inspection	VACANT
	219 LYNDON	12/10/2021		
	1101 GURLEY	12/10/2021		VACANT
	1103 GURLEY	12/10/2021		
	303 KENNEDY	12/14/2021		VACANT
	305 KENNEDY	12/14/2021		
	309 KENNEDY	12/14/2021		VACANT
	311 KENNEDY	12/14/2021		
	2713 S 12	12/20/2021	Structural repairs and inspection required	VACANT
	2715 S 12	12/20/2021		
	301 KENNEDY	12/10/2021		VACANT
	308 KENNEDY	12/14/2021		VACANT
	1200 CARTER	12/14/2021		VACANT
	1202 CARTER	12/14/2021		
	121 LYNDON	12/13/2021		VACANT
	123 LYNDON	12/13/2021		
	1105 GURLEY	2/9/2022	Automatic sprinkler system issue. Pending drawings revision from the architect and approval by the city	VACANT
	1107 GURLEY	2/9/2022		
	1109 GURLEY	2/9/2022		VACANT
	1111 GURLEY	2/9/2022		
	317 KENNEDY	12/24/2021	Pending plumbing PCOs approval	VACANT
	2700 S 14	12/31/2021	Pending rotted framing and siding repairs approval	VACANT
	2702 S 14	12/31/2021		
	2634 S 14	12/24/2021	Pending rotted framing and drywall repairs approval	VACANT
	2636 S 14	12/24/2021		
	2612 S 14	12/22/2021	Pending rotted framing and drywall repairs approval	VACANT
	2614 S 14	12/22/2021		
	204 KENNEDY	1/14/2021		VACANT
206 KENNEDY	1/14/2021			
2506 S 15	1/13/2022	10 days abatement notice delay	VACANT	
2700 S 12	1/18/2021	10 days abatement notice delay	VACANT	
1009 GURLEY			OCCUPIED	
1011 GURLEY			OCCUPIED	
1013 GURLEY			OCCUPIED	
1015 GURLEY			NEED FULL BLDG	
1025 GURLEY			OCCUPIED	
1027 GURLEY			NEED FULL BLDG	
114 KENNEDY			OCCUPIED	
116 KENNEDY			NEED FULL BLDG	
118 KENNEDY			OCCUPIED	
120 KENNEDY			OCCUPIED	

117 KENNEDY		OCCUPIED
119 KENNEDY		NEED FULL BLDG
121 KENNEDY		OCCUPIED
123 KENNEDY		OCCUPIED
304 KENNEDY		NEED FULL BLDG
306 KENNEDY		OCCUPIED
1212 CARTER		NEED FULL BLDG
1214 CARTER		OCCUPIED
101 LYNDON		NEED FULL BLDG
103 LYNDON		OCCUPIED
109 LYNDON		NEED FULL BLDG
111 LYNDON		OCCUPIED
200 LYNDON		NEED FULL BLDG
202 LYNDON		OCCUPIED
2720 S 14		OCCUPIED
2722 S 14		NEED FULL BLDG
205 LYNDON		NEED FULL BLDG
207 LYNDON		OCCUPIED
1224 CARTER		OCCUPIED
1226 CARTER		NEED FULL BLDG
204 LYNDON		OCCUPIED
206 LYNDON		NEED FULL BLDG
1113 GURLEY		OCCUPIED
1115 GURLEY		NEED FULL BLDG
113 LYNDON		OCCUPIED
115 LYNDON		OCCUPIED
210 KENNEDY		OCCUPIED
212 KENNEDY		OCCUPIED
1017 GURLEY		OCCUPIED
1019 GURLEY		OCCUPIED
1117 GURLEY		OCCUPIED
1119 GURLEY		OCCUPIED
1121 GURLEY		OCCUPIED
1123 GURLEY		OCCUPIED
312 KENNEDY		OCCUPIED
300 KENNEDY		OCCUPIED
302 KENNEDY		OCCUPIED
2624 S 12		OCCUPIED
2626 S 12		OCCUPIED
2620 S 12		OCCUPIED
2622 S 12		NEED FULL BLDG
1405 BENTON		OCCUPIED
1407 BENTON		OCCUPIED
1325 CARTER		OCCUPIED
1327 CARTER		OCCUPIED
2601 S 14		OCCUPIED
2603 S 14		OCCUPIED
105 LYNDON		OCCUPIED
107 LYNDON		OCCUPIED
201 LYNDON		OCCUPIED
203 LYNDON		OCCUPIED

1220 CARTER			OCCUPIED
1222 CARTER			OCCUPIED
2709 S 12			OCCUPIED
2711 S 12			NEED FULL BLDG
2705 S 12			OCCUPIED
2707 S 12			OCCUPIED
122 KENNEDY			OCCUPIED
124 KENNEDY			OCCUPIED
126 KENNEDY			OCCUPIED
128 KENNEDY			OCCUPIED
214 KENNEDY			OCCUPIED
216 KENNEDY			OCCUPIED
218 KENNEDY			OCCUPIED
220 KENNEDY			OCCUPIED
310 KENNEDY			OCCUPIED
2613 S 14			NEED FULL BLDG
2615 S 14			OCCUPIED
201 KENNEDY			NEED FULL BLDG
203 KENNEDY			OCCUPIED
205 KENNEDY			OCCUPIED
207 KENNEDY			OCCUPIED
2710 S 14			OCCUPIED
2712 S 14			NEED FULL BLDG
2732 S 14			NEED FULL BLDG
2734 S 14			OCCUPIED
1419 CARTER			NEED FULL BLDG
1421 CARTER			OCCUPIED
1406 CARTER			OCCUPIED
1408 CARTER			NEED FULL BLDG
1329 CARTER			NEED FULL BLDG
1331 CARTER			OCCUPIED
109 KENNEDY			OCCUPIED
111 KENNEDY			NEED FULL BLDG
110 KENNEDY			NEED FULL BLDG
112 KENNEDY			OCCUPIED
1021 GURLEY			NEED FULL BLDG
1023 GURLEY			OCCUPIED

Housing Operations Monthly Report

March 2022

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –482

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list.

Notification for assistance mailed	4
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	4
Units rejected by applicant	0
Total applicants not qualified	4

There were (0 due to COVID) in house orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

There was a total of (100) orientation letters emailed, (38) packets were mailed out from letter responses (11) received and in process of verifications, (62) no response, (11) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	25	23	2
Estella Maxey	26	26	0
Total	51	49	2

We have completed 96% of certifications for this month. According to PIC submission we have reported 99.65 % certifications.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	0	0	0
South Terrace	0	0	0
Total	0	0	0

Percentage of Rent Collected

96% of the rent for March was collected.

Last Quarterly Average was: 99% for October – November- December

Occupancy Percentage

The occupancy percentage for March was 89%; we did not meet our goal of 97%.

Last Quarterly Average was 90% for October – November- December

Maintenance Report

Staff

Total Employees – 14, 3 Temporary Staff, 1 Vacant Tech. I Kate Ross, 1 Aide A Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	84	72%	24
Estella Maxey	96	89%	15
Total	180	79%	39

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.94 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	63	63	0
Over 24 hours	0	0	0
Total	63	63	0

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

March Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
94.94	68.84	10.59	174.37

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
166.40	97.29	30.85	294.54

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 294.54, this puts us over by 276 days. Due to staffing shortages and the high number of move outs over the past year. 3 temp employees have been brought on to fill vacancies with 2 interviews schedule for April.

March Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	275	286	96%
Estella Maxey	297	362	82%
Overall Occupancy	572	648	89%

Public Housing consists of 652 dwelling units, four are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 21 - 22

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	221	221
Estella Maxey	362	57	57
Overall Occupancy	648	278	278

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of March 2022. 3 batteries replaced.

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes Gas Meter Repair/Service/Pest Control (all sites)

Accident free days by staff FY 2021/2022

Maintenance staff has accumulated 181 accidents free days with (0) zero loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing is conducted daily at the Maintenance .

Expenditures

Monthly Budget	\$29,267.08
March 2022	\$29,839.37

Security Report for March 2022

CRIMINAL OFFENSES	ESTELLA MAXEY		KATE ROSS	
	MONTH	YTD	MONTH	YTD
HOMICIDE				
ROBBERY				
ASSAULTS				
Agg. Assault				
Sexual Offense				
Simple Assault	2	4	1	2
Family Violence	2	4	2	3
BURGLARY				
Habitation	3	4		2
Auto				3
AUTO THEFTS/REC	1	1		
ARSON				
Criminal Trespass				
CRIMINAL MISCHIEFS	2	9	1	3
WEAPON VIOLATIONS				
DRUG ARREST				
Felony				
Misdemeanor				
DRUGS CONFISCATED				
Pills				
HOUSING RELATED				
CALLS OF SERVICE				
Other Agency	18	46	5	25
Security	5	16	2	10
Assist				
INCIDENT REPORTS				
Other Agency	16	31	4	23
Security	4	13	2	7
Assist				
	167.25	1055.25	149	992.75

Section 8 Board Report – March 2022

The Section 8 Department has leased a total of 2538 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County, and Somervell County:

Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	2427	2357
Hill County	0	165
Somervell County	0	16
Totals	2427	2538

The Waiting List is closed for McLennan County and Somervell County.

There are 185 applicant families searching for a place to live at this time.

Waco	148
Hill County	21
Somervell County	16
Total	185

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through March 2022.

Homeownership

The Homeownership Program is now assisting 11 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	12
Number Passed/Pending Inspection	0
Number housed in Waco	57

Ineligible	183
Total	82 %

Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number Housed in Waco	64

Ineligible	59
Total	80 %

HUD Reports

No reports due at this time.

Staff

There are no vacancies at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

**Community Services Report
March 2022
March Programming**

Kate Ross	Estella Maxey	South Terrace
Kidz Jam	Mentor Waco	Senior Bingo/Exercise
Senior Bingo and Exercise	Senior Bingo/Exercise	Voice T, TH After School
FBC Kids Club	Mosaic Waco on Saturdays	Mission Waco Kings Club
Dot Clark Meals	Dot Clark Meals	
Texas Agri-Life Healthy Eating Class		

Outreach Events/Activities held in March

- **Tutoring for KR Elementary children** - CS is providing transportation for Kate Ross students who need tutoring at West Ave. Elementary. These are children that have not passed the STAAR test the year before
- **Health Fair in a Bag** for Seniors-ongoing
- **Vaccine Clinic** at Kate Ross (partnered with Transformation Waco and Waco McLennan County Public Health) Free Hot Dogs, Vaccination and \$40 gift card for residents of '04 and '06 area code.
- **What Home Means to Me Poster Contest**
- **WHA Scholarship application posted on website**
- **Kids Computer Lab** opened at Estella Maxey – Emphasis on literacy by having kids do 15-20 minutes of literacy focused computer games. Other labs will be opened when positions filled for monitors.
- **Breakfast and Books** partnership with Starry Counseling at Estella Maxey – Breakfast and free books provided. Unfortunately, weather was cold and rainy during Spring Break and kids were not out in the morning. This event will be re-scheduled.
- **Food Distribution** – Distributed over **300** Shepherd’s Heart food baskets to residents of all three sites
- **Spring Break** – Staff at Kate Ross passed out popsicles to kids playing outside

Your Shot Texas Grant – Kate Ross 21 vaccinations/gift cards provided to Kate Ross residents or residents of 04 and 06 area codes.

Resident Ambassador Activities

- **55** Ground Visits to distribute flyers about events and resident council
 - Drove van when van driver off
 - Attended and assisted with vaccination clinics

Outreach Events Scheduled for April 2022

Covid Vaccine Clinic with Transformation Waco and Health Department at Estella Maxey
 Texas Agri-Life “Walk and Talk” Class at Estella Maxey
 Easter Egg Hunts at all three properties
 College Trip for public housing youth planned for the Summer
 Working with WPMG for TDHCA grant activities as well as a Family Event
 Working with Waco PD Outreach on Outreach events for youth
 Communicating with WISD about Food Trucks at each property for summer meals for children.
 Waco Farmer’s Market Vouchers for SNAP recipients. Planning trip to Farmer’s Market

Community Ctr. Walk-In Services : 50

March 2022 Family Self Sufficiency Program

Coordinators: Theresa Salinas, M.S.W., L.B.S.W & Crystal Anthony, MEd

Active Participants	Graduates / Program Completion	New Participants	Ports	Reinstated	Terms	Extensions	Homeowners
EM-5; KR-2; PH- 7 S8/RAD –67; VASH -0 TOTAL- 74	3 SD, KP-S8 CM/BD- PH	0	0	0	1 CS-PH	1 IR-S8	0

Three PH tenants (BC, SC, & SF) transitioning to S8 HCV Program

FSS Advisory Board Meeting

The Advisory Board Meeting was held on March 9th. Attendees included Darrell Abercrombie, Grassroots CD, DeLisa D Smith – NeighborWorks, Yolanda Gongora – Lone Star Legal Aid, Brian Jackson – MCC, Jose Palacios, Texas Workforce Solutions, Vickie Rodriguez – Childcare Services, Sonja C. – PH tenant, Dorothy T – S8 tenant and both FSS Coordinators, Theresa and Crystal. Discussion included notification of the 2022 FSS Program Grant of \$142,250, WHA agency updates about PBV-RAD conversion, services/hours, job opportunities, new software, etc., Covid vaccine clinics, and Rent Relief Assistance Program’s success to prevent evictions/homelessness. Agency representatives provided updates regarding services offered, new programs and outreach, and business hours. The next meeting will be held on Wednesday, June 8th, 2022.

FSS Orientation & Recruitment

Recruiting efforts include FSS brochure handouts through ground visits, mail out to new tenants, and outreach during community events. Enrollment of new clients is conducted via OVs, PCs, and an option of virtual meetings.

FSS Meetings

The FSS Meeting was held on Tuesday, March 8th, 2022. There were six clients who attended. Discussion included an overview of assigned FSS Coordinator, submission of updated personal contact information, changes in income, etc., completing goals, Escrow, ways to improve FSS experience, and providing the number of clients that have graduated and/or completed program. Clients were encouraged to continue to pursue goals and questions were addressed. Door prize drawings were held.

2022 FSS Meetings: April 12th; June 7th; September 13th; Oct. or Nov. – FSS Appreciation event

FSS Client’s Goal Accomplishments

PH client working on financial management, purchased car, and moving into S8 HCV Program (SC)
 S8 client received a promotion and salary increase, maintained good credit, increased credit score, and plans to continue working on financial management so she can own a home one day. She graduated from the Family Self Sufficiency Program and earned \$15,576.58 in Escrow funds! (SD)
 S8 Graduate with home ownership KP
 PH Program Completion (honor) CM/BD

FSS Activities

- Assisted with handing out flyers at ST PBV-RAD apartments regarding spring break activities and 100 lunch boxes
- Recruited FSS client to volunteer as an FSS Advisory Board Committee member, which is required by HUD

- Worked with new S8 Counselors regarding some PH tenants who are in the process of transitioning from PH housing to the HCV Voucher Program to avoid creating “new” tenant records
- Created list of FSS client’s interim and final goals for the FSS Contract ITSP portion for Jason with Apricot
- Worked on compiling FSS tasks/processes for the FSS Operating Manual
- Attended and assisted in facilitating the virtual Zoom FSS Meeting
- Distributed food and gift card to PBV-RAD FSS client
- Attended NAHRO’s webinar, “Peer Support for FSS”
- Processed a S8 FSS client’s Jr. League Loan payoff with earned Escrow funds
- Reviewed FSS Eligible Expense Guidance for CY 2022
- Attended two Kemah Palms’ webinar “Integrated Approaches...” and “Individualized SUD Care” for CEUs
- Work with Baylor intern regarding A-J FSS client files she is case managing
- Met with Nurse Family Partnership representative from Baylor Scott & White hospital
- Attend the Women Empowerment Webinar
- Attended and assisted in facilitating the virtual Zoom FSS Meeting
- Distributed food and gift card to PBV-RAD FSS client
- Attended NAHRO’s webinar, “Peer Support for FSS”
- Processed a S8 FSS client’s Jr. League Loan payoff with earned Escrow funds
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- Work with Baylor intern regarding A-J FSS client files she is case managing
- Met with Nurse Family Partnership representative from Baylor Scott & White hospital
- Attend the Women Empowerment Webinar
- Reviewed and assisted with Apricot forms
- Pilot FSS electronic pre-enrollment form with potential client

Theresa’s Hours	Hours	Crystal’s Hours	Hours
Admin	76	Admin	72
Client Time	81	Client Time	63
Comm. Events	5	Community Contact	20
Conf./Trainings	5	Conf./Trainings	4
CS Meetings	3.75	Meetings	15
Escrow	8.5	Escrow	16
Holidays	0	Holiday	0
Sick	2.75	Sick	0
Vacation	0	Vacation	0
Family Leave	9		
TOTAL	190	TOTAL	190



SENIOR SERVICES: Briotony Porter, Resident Services Coordinator; LMSW

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	8	Attempted Home Visits	2	Misty Square Visits	0
Home Visits	11	Community Walk-In Assistance	1	Office Visits	17

17 Office visits at the KR Center included:

Assisted walk-in client with rent assistance application with EOAC.
 Staffed resident with Estella Maxey Management.
 Spoke w/ Spectrum Representative to come speak at Resident Council Meetings.
 Assisted children with *What Home Means to Me* poster contest.
 Assisted resident with setting up transportation for medical appointment.
 Followed up with residents in the office about previous referrals.
 Assisted resident with signing up for Caritas Food distribution.
 Consulted with client regarding Senior Activities, Spring Break, & Caritas food.
 Consulted with client regarding concerns with apartment community.
 Assisted resident with Caritas Food Basket.
 Assisted walk-in with Social Security Appeal and referred to SOAR program.
 Assisted resident with rent assistance and obtaining new ID.
 Assisted resident with setting up Zoom meeting for court.
 Assisted resident with S8 follow up and sending documents.
 Assisted resident with obtaining boxes for move.

Elderly Services
 March 2022

Home Visits	37.50
hrs.	
Office Visits	40.50
hrs.	
Ground Visits	20.50
hrs.	
Center Activities	17.50
hrs.	

Other SW activities:

Staff Meetings
 BSW Health Webinar
 Estelle Maxey Spring Break Outreach
 Spring Break Food Basket Outreach
 Ride w/ Clint to pick up after school children
 RAD Training and Videos
 Documentation Update
 Weekly/Monthly Reports
 Caritas Senior Food Bags Pick-up/Distribution (30 bags distributed on the 1st and 15th of the month)
 Healthy Living and Eating Classes
 Cooper Foundation Webinar
 Seniors Breakfast and Bingo
 CRCG Meeting
 College Trip Planning

Agency Networking Contacts March 2022

Caritas, Social Security Administration, Texas Health and Human Services 211, Spectrum, Shepherd's Heart, AG Extension Office Waco, Adult Protective Services, Salvation Army, Waco Health Department, Superior Health, MHMR Respite Care, HOTWAGS, Nurse-Family Partnership, Mission Waco, EOAC, CRCG

Spring Break Food Basket Distribution



Senior Healthy Eating and Living Activities



YOUTH SERVICES: Al Davis, Coordinator - March, 2022

Counseling	13	WISD Visits (14 hours)	19
Home Visits	27	Girl Scouts Meeting	
Personal Contacts	22	YMCA	0
Phone Contacts	36	Voice Inc.	5
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	3	Staff Meetings	3
Acts Church	4	Teen Court (2 hours)	2
Juvenile Probation (4 hrs.)	1	Juvenile Court (3 hours)	2
Community Serv. Total	4	Truancy Court (3 hours)	10

- Update office files and reports.
- Meetings – Mission Waco – Conference Calls – (4)
- Meetings – Starry Counseling Service – conference calls – (3)
- Meetings – WISD Truancy – (10) – Conference Calls – (8) – (Court Liaison (Ve’ Dukes)
- Clients Calls – South Terrace – (15) Estella Maxey – (20) Kate Ross – (14)
- Mission Waco (King’s Club) – serviced 25 youth for activities (KR Community Center Site)
- Meeting – Mentoring Waco (New Collaboration) – Provide Youth related activities and Educational endeavors for our PH residents.
- Vaccination Clinics – (South Terrace & Estella Maxey)
- Transformation Waco Schools – (Truancy Court is no longer Virtual for now) J.H. Hines cases filed (9)
Carver Middle School cases files to court – (6.
- Transport Tutoring students – (West Ave. Elementary)
- Deliver food plates and boxes to Residents in (K.R. & S.T.)
- Pass out Waco Housing Scholarship Applications
- Pass out information for WHA Poster Contest
- Apricot Training
- Zoom Training
- Meeting – (DB) – Youth Summit Program – making decisions for a Spring Summit Rally which would like to include Waco Housing (PH) Youth
- Voice Inc. – Permanent set – up in South Terrace (Youth Center) – Youth & Educational Activities
- Spring Break – (Breakfast & Books) – at Estella Maxey
- Starry Counseling Service (100 Food Box give – away (all Sites))
- Administrative hrs. – (63)

Transportation: Clint Coulson

- Transportation Count = **70** trips
- IT Work:
- Made PCs ready for Kids Computer Lab
- Distributed Shepherd’s Heart Food Pantry Items to residents at all sites.
- Picked up children from tutoring at West Ave. Elementary
- Senior Food Distribution

Earnest Ward: Resident Services

South Terrace:

- Meeting was canceled to President and Vice President being relocated into their new unit at South Terrace.

Kate Ross:

- Met w/ residents MJ, SS, & TJ concerning council meetings. Residents said they are willing to assist with the council and would like to sit in on the advisory meetings. The three of them would like to meet and brainstorm concerning Kate Ross.

Estella Maxey:

- Residents JC, and RP and met and discussed what we can do to get people to attend the resident meetings. Joey mentioned we need to probably plan an event to get people to know that the council is still active. I mentioned to him a block party is not the best thing right now with kids still being in school.

Other: Resident Council meetings will be changed to evenings at 6pm in April to hopefully promote more attendance.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant	Exempt
S.T				
K.R.	21	7	14	
E.M.	11	6	5	
Mart				

Bereavement:

Sick:

HOLIDAY:

Family Emergency:

Home Visit:30

Vacation:40

C/S: 30

ADMIN: 60

MEETINGS: 30

Summary of Financial Statements

February 28, 2022

Public Housing

Central Cost

- Administrative Salaries – The expense was under budget for the Accounting Clerk vacant position.
- Sundry – Contract employee expense was over budget for the Accounting Clerk vacant position for a total of \$5,000, while postage and computer equipment were under budget.

Kate Ross (KR)

- Dwelling Rental – Occupancy was at 93% for the month of February 2022.
- Labor – Maintenance labor was under budget for the openings of Maintenance Tech I, and Utility Laborer positions.
- Contract Cost – For the month of February, a/c repair, make-ready, plumbing contracts, and maintenance temporary labor were under budget \$5,300, while electric repair, garbage pick-up and grounds contract were over budget \$4,100.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 84%, consequently rental income was under budget.
- Labor – Maintenance labor was under budget for the Maintenance Aide A and Utility Laborer vacant positions.
- Contract Cost – A/c repairs, make-ready, buildings, and grounds contracts were under budget \$10,000. Plumbing repair contracts was over budget \$5,800 for water leaks and main sewer line repairs. Auto repair contract was over budget \$4,200 for repairs to maintenance truck #42.

Section 8 - Admin

- Administrative Salaries – The expense was under budget because of the five vacant positions in the Section 8 department.
- Sundry – Contract employee expense was over budget for the 11 Section 8 Counselor vacant and temporary positions for a total of \$31,400.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is 3,243,260.
- Demolition/Disposition – South Terrace total HAP reserve is \$321,455.
- PBV RAD – South Terrace total HAP reserve is \$43,138.
- Grandview Demolition total HAP reserve is \$96,114.
- Foster Youth Initiative total HAP reserve is \$48,032.
- Mainstream Voucher Program total HAP reserve is \$357,802.
- Emergency Housing Voucher total HAP reserves is \$273,701.

Non-Profits

Raintree

- Travel- The apartment manager attended the Texas Apartment Association Board Meeting in San Antonio on February 23-25.
- Labor & Employee Benefit Payments- This is under budget due to a vacancy in an Assistant Maintenance position. This will also be under budget for Picadilly.
- Contract Cost – A condenser replaced in the amount of \$2,150, electric repair costing \$1,541, and a plumbing repair for \$1,192 all caused this to be over budget for the month.

Cimmaron

- Extraordinary Maintenance- Dead shrubs, trees, and other plants were removed and shrubs were replaced that were damaged because of the February 2021 winter storm freeze. This work was also done at Hunnington and Misty.

Hunnington

- There are no other unusual income or expense amounts for Hunnington for February except the one previously mentioned.

Misty

- Contract Cost- The monthly amount is over budget due to a roof repair that was done on one of the Misty buildings in the amount of \$1,950.

Picadilly

- There are no other budget variances except for the ones already mentioned above.

WPFC II

- Interest Income- Funds continue to earn interest in the checking account.

Waco Housing Authority & Affiliates Consolidated Financial Report February 2022

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		62,161.57	71,209.16		95,113.21	50,309.82	34,850.00	4,826.00	8,430.00	326,899.76
Excess Utilities		4,148.08	4,999.04							9,147.12
Non-Dwelling Rental		6,000.00	-							6,000.00
Total Rental Income	-	72,309.65	76,208.20	-	95,113.21	50,309.82	34,850.00	4,826.00	8,430.00	342,046.88
Mgmt. & Admin. Fees Rev.	123,697.86	6,205.55	7,897.96	152,862.00	2.72					290,666.09
CFP Tranf In-site Expenses	14,103.51	514.80	770.21							15,388.52
Interest on Investments	605.48	2,052.02	3,104.31	1,767.77	1,042.80	560.51	391.48	254.86	139.17	9,918.40
Other Income		2,362.16	4,641.33		2,250.00	2,490.39	115.00			11,858.88
Operating Transfer In		6,205.55	7,897.96							14,103.51
HUD Contributions		96,181.50	125,610.00							221,791.50
Total Operating Income	138,406.85	113,521.58	149,921.77	154,629.77	3,295.52	3,050.90	506.48	254.86	139.17	563,726.90
Total Income	138,406.85	185,831.23	226,129.97	154,629.77	98,408.73	53,360.72	35,356.48	5,080.86	8,569.17	905,773.78
Expenses										
Administrative Salaries	92,112.80	14,483.73	19,610.11	45,367.93	7,160.84	4,085.77	2,437.12	440.44	983.80	186,682.54
Legal	882.00	129.36	164.64	318.50						1,494.50
Staff Training & Travel	32.00	42.40	49.60		72.00			3.00		199.00
Audit Fees	10.25	340.60	440.50	688.02	321.93	208.82	121.94	6.81	22.45	2,161.32
Sundry	1,730.55	6,618.96	5,111.17	38,801.64	2,554.73	2,700.92	1,053.17	58.32	278.80	58,908.26
Mgmt. & Bkpg. Fees Exp.		26,438.74	31,213.51	29,043.78	24,729.43	13,080.56	9,061.00	530.86	927.30	135,025.18
Total Admin. Expenses	94,767.60	48,053.79	56,589.53	114,219.87	34,838.93	20,076.07	12,673.23	1,039.43	2,212.35	384,470.80
Total Tenant Serv. Expenses	-	8,325.34	10,391.64							18,716.98
Total Utility Expenses	1,959.44	42,917.40	65,373.79	331.80	10,629.45	4,492.68	3,971.45	22.21	708.59	130,406.81
Labor		13,803.79	17,156.51		5,382.35	5,091.85	3,037.25	224.26	803.94	45,499.95
Materials	174.09	7,014.33	4,181.34	137.33	4,076.99	1,800.93	1,187.28	96.28	59.13	18,727.70
Contract Costs	3,021.59	22,857.11	31,333.80	1,662.93	14,965.55	5,357.26	3,101.00	257.32	2,609.82	85,166.38
Total Maint & Operations	3,195.68	43,675.23	52,671.65	1,800.26	24,424.89	12,250.04	7,325.53	577.86	3,472.89	149,394.03
Employee Benefits	27,925.44	14,431.59	18,057.64	14,734.97	6,093.41		2,561.45	268.83	712.34	84,785.67
Insurance	517.03	8,168.27	5,243.77	463.85	3,686.37	4,294.00	886.76	145.07	235.78	23,640.90
Administrative Fees				2,664.48		2,092.34				4,756.82
Collection Losses		65.36	8,359.83							8,425.19
Non-Routine Exp (non apt exp)						985.24	2,506.00			3,491.24
Depreciation Expense					15,028.18	7,775.74	4,790.03	272.57	2,644.73	30,511.25
Total General Expenses	28,442.47	22,665.22	31,661.24	17,863.30	24,807.96	15,147.32	10,744.24	686.47	3,592.85	155,611.07
Total Expenses	128,365.19	165,636.98	216,687.85	134,215.23	94,701.23	51,966.11	34,714.45	2,325.97	9,986.68	838,599.69
Profit/Loss	10,041.66	20,194.25	9,442.12	20,414.54	3,707.50	1,394.61	642.03	2,754.89	(1,417.51)	67,174.09

Central

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	0	0	0	0	0
Total Rental Income	0	0	0	0	0
3430 Mart Management Fees	27,000.00	11,250.00	2,130.38	10,885.79	-364.21
3440 Mgmt./Adm.Fees fr.Non-Profits	572,400.00	238,500.00	48,329.15	241,834.69	3334.69
3450 Asset Management Fee fr.Sites	549,770.00	229,070.80	43,548.74	218,388.80	-10682
3460 Mgmt./Adm.Fees fr.Sect.8	327,800.00	136,583.35	29,689.59	142,953.28	6369.93
3470 Mgmt./Adm.Fees fr.CFP	177,880.00	74,116.65	14,103.51	94,560.34	20443.69
3480 Proceeds fr. Insurance Claims	0	0	0	0	0
3610 Interest on Investments	7,600.00	3,166.65	605.48	2,594.12	-572.53
3650 Interest Inc.-Mortgages	0	0	0	0	0
3690 Other Income	100	41.65	0	0	-41.65
9110.010 Oth.Inc.-Transfer from CFP	0	0	0	0	0
Total Operating Income	1,662,550.00	692,729.10	138,406.85	711,217.02	18487.92
Total Income	1,662,550.00	692,729.10	138,406.85	711,217.02	18487.92
EXPENSES					
4110 Administrative Salaries	1,170,900.00	487,875.00	92,112.80	464,109.25	-23765.75
4120 Compensated Absences	0	0	0	0	0
4130 Legal Expense	2,400.00	1,000.00	882	1,751.75	751.75
4140 Staff Training	11,945.00	4,977.05	0	1,770.32	-3206.73
4150 Travel Convention & Meetings	20,950.00	8,729.15	32	423.5	-8305.65
4171 Auditing Fees	1,000.00	1,000.00	10.25	304.5	-695.5
4190 Sundry	88,520.00	36,883.35	1,730.55	88,075.43	51192.08
Total Admin Expense	1,295,715.00	540,464.55	94,767.60	556,434.75	15970.2
4310 Water	8,900.00	3,708.35	242.92	3,754.23	45.88
4320 Electricity	14,400.00	6,000.00	1,122.83	6,591.74	591.74
4330 Gas	1,800.00	750	351.1	1,345.96	595.96
4390 Sewer	980	408.35	242.49	1,073.30	664.95
Total Utility Expense	26,080.00	10,866.70	1,959.44	12,765.23	1898.53
4420 Material	4,100.00	1,708.30	174.09	1,225.45	-482.85
4430 Contract Cost	40,600.00	16,916.65	3,021.59	19,690.25	2773.6
Total Ordinary Maint. & Operation	44,700.00	18,624.95	3,195.68	20,915.70	2290.75
4510.010 Workers Compensation	4,200.00	1,750.00	359.42	1,797.10	47.1
4510.040 Auto Insurance	1,900.00	791.65	141.53	707.65	-84
4510.070 Crime / Dishonesty	70	29.15	5.85	29.25	0.1
4510.090 Fire & Extend Coverage	100	41.65	10.23	51.15	9.5
4540 Employee Benefit Payments	317,130.00	132,137.55	27,925.44	125,449.20	-6688.35
4570 FSS Jr League Loan Write-Off	0	0	0	0	0
Total General Expenses	323,400.00	134,750.00	28,442.47	128,034.35	-6715.65
Total Routine Expenses	1,689,895.00	704,706.20	128,365.19	718,150.03	13443.83
EXPENSES					
4620.040 Casualty Losses-non capitalized	0	0	0	0	0
Total Non Routine Expenses	0	0	0	0	0
4800 Depreciation Expense	0	0	0	0	0
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0
Total Capital Expenses	0	0	0	0	0
6010 Prior Year Adjustment - ARR	0	0	0	0	0
Total Prior Year Receipts	0	0	0	0	0
Total Expenses	1,689,895.00	704,706.20	128,365.19	718,150.03	13443.83
					0
Residual Receipts (Profit/Loss)	-27,345.00	-11,977.10	10,041.66	-6,933.01	5044.09

Estella

Year Budget	YTD Budget	Current Period	Current Year	Over & Under
980,000.00	408,333.35	71,209.16	370,604.98	-37,728.37
86,400.00	36,000.00	4,999.04	38,312.68	2,312.68
0	0	0	0	0.00
1,066,400.00	444,333.35	76,208.20	408,917.66	-35,415.69
99,610.00	41,504.15	7,897.96	50,391.20	8,887.05
74,680.00	31,116.65	770.21	5,279.65	-25,837.00
0	0	0	0	0.00
34,500.00	14,375.00	3,104.31	16,009.16	1,634.16
0	0	0	0	0.00
49,330.00	20,554.15	4,641.33	22,122.07	1,567.92
0	0	0	0	0.00
7,900.00	3,950.00	0	2,093.47	-1,856.53
94,780.00	43,253.63	7,897.96	70,418.06	27,164.43
360,800.00	154,753.58	24,311.77	166,313.61	11,560.03
1,544,700.00	636,830.06	125,610.00	634,929.00	-1,901.06
2,971,900.00	1,235,916.99	226,129.97	1,210,160.27	-25,756.72
				0.00
288,700.00	120,291.70	19,610.11	106,714.47	-13,577.23
0	0	0	0	0.00
300	125	164.64	164.64	39.64
3,900.00	1,625.00	33.6	1,843.36	218.36
2,500.00	1,041.65	16	16	-1,025.65
4,200.00	4,200.00	440.5	1,296.50	-2,903.50
94,245.00	39,268.75	5,111.17	56,297.89	17,029.14
406,710.00	165,541.08	31,213.51	169,119.39	3,578.31
800,555.00	332,093.18	56,589.53	335,452.25	3,359.07
205,300.00	85,541.65	10,245.44	52,914.98	-32,626.67
8,700.00	3,625.00	146.2	2,983.56	-641.44
2,500.00	1,041.65	0	34.78	-1,006.87
20	8.35	0	2,487.15	2,478.80
216,520.00	90,216.65	10,391.64	58,420.47	-31,796.18
				0.00
117,000.00	48,750.00	10,134.24	50,795.45	2,045.45
190,500.00	79,375.00	12,268.03	71,097.88	-8,277.12
92,700.00	38,625.00	27,756.35	79,439.29	40,814.29
175,700.00	73,208.35	15,215.17	76,266.62	3,058.27
575,900.00	239,958.35	65,373.79	277,599.24	37,640.89
282,500.00	117,708.35	17,156.51	97,037.86	-20,670.49
72,775.00	24,072.95	4,181.34	21,686.14	-2,386.81
288,000.00	120,000.05	23,705.10	93,073.75	-26,926.30
643,275.00	261,781.35	45,042.95	211,797.75	-49,983.60
89,500.00	37,291.65	7,628.70	37,577.65	286.00
89,500.00	37,291.65	7,628.70	37,577.65	286.00
67,970.00	28,320.85	5,243.77	26,218.85	-2,102.00
0	0	0	0	0.00
317,880.00	132,450.00	18,057.64	88,196.85	-44,253.15
42,800.00	17,833.35	8,359.83	7,708.55	-10,124.80
428,650.00	178,604.20	31,661.24	122,124.25	-56,479.95
2,754,400.00	1,139,945.38	216,687.85	1,042,971.61	-96,973.77
				0.00
0	0	0	0	0.00
0	0	0	0	0.00
0	0	0	0	0.00
2,754,400.00	1,139,945.38	216,687.85	1,042,971.61	-96,973.77
0	0	0	-1,000.00	-1,000.00
0	0	0	-1,000.00	-1,000.00
0	0	0	0	0.00
0	0	0	0	0.00
				0.00
217,500.00	95,971.61	9,442.12	168,188.66	72,217.05

Section 8 Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section	1,725,000.00	718,750.00	152,862.00	657,410.00	-61,340.00
3480 Proceed	0	0	0	0	0.00
3610 Interest	14,000.00	5,833.35	1,767.77	10,102.32	4,268.97
3690 Other In	0	0	0	330,153.63	330,153.63
Total Admin Income	1,739,000.00	724,583.35	154,629.77	997,665.95	273,082.60
EXPENSES					0.00
4110 Adminis	827,700.00	344,875.00	45,367.93	255,901.26	-88,973.74
4120 Comper	0	0	0	0	0.00
4130 Legal Ex	750	312.5	318.5	318.5	6.00
4140 Staff Tra	14,000.00	5,833.35	0	653	-5,180.35
4150 Travel C	2,000.00	833.35	0	0	-833.35
4171 Auditing	7,000.00	7,000.00	688.02	2,132.52	-4,867.48
4190 Sundry	166,000.00	72,466.70	38,801.64	282,310.74	209,844.04
4196 Manage	327,800.00	136,583.35	29,043.78	138,128.80	1,545.45
4220 Tenant S	0	0	0	3,530.50	3,530.50
4250 Reichen	0	0	0	0	0.00
4260 FSS Do	0	0	0	0	0.00
Total Admin Expense	1,345,250.00	567,904.25	114,219.87	682,975.32	115,071.07
4310 Water	2,700.00	1,125.00	53.33	1,177.84	52.84
4320 Electrici	4,100.00	1,708.35	-4.06	1,799.88	91.53
4330 Gas	1,300.00	541.65	229.29	847.41	305.76
4390 Sewer	600	250	53.24	478.5	228.50
Total Utility Expense	8,700.00	3,625.00	331.8	4,303.63	678.63
4420 Material	1,820.00	758.3	137.33	873.78	115.48
4430 Contract	22,565.00	9,402.10	1,662.93	19,165.41	9,763.31
Total Ordinary	24,385.00	10,160.40	1,800.26	20,039.19	9,878.79
4510.010 Wo	3,000.00	1,250.00	254.05	1,270.25	20.25
4510.020 Ger	400	166.65	2.29	11.45	-155.20
4510.040 Aut	2,200.00	916.65	180.23	901.15	-15.50
4510.050 Pub	800	333.35	4.25	21.25	-312.10
4510.070 Crir	70	29.15	5.85	29.25	0.10
4510.090 Fire	200	83.35	17.18	85.9	2.55
4540 Employe	334,800.00	139,500.00	14,734.97	80,270.41	-59,229.59
4590 Admin F	16,195.00	6,747.90	2,664.48	13,222.00	6,474.10
Total General	357,665.00	149,027.05	17,863.30	95,811.66	-53,215.39
Total Routine	1,736,000.00	730,716.70	134,215.23	803,129.80	72,413.10
EXPENSES					0.00
4620.040 Cas	0	0	0	0	0.00
Total Non Rot	0	0	0	0	0.00
4800 Depreci	0	0	0	0	0.00
6120 G/L Disp	0	0	0	0	0.00
Total Capital	0	0	0	0	0.00
6010 Prior Ye	0	0	0	0	0.00
Total Prior Ye	0	0	0	0	0.00
Total Expense	0	0	0	0	0.00
					0.00
Residual Rec	3,000.00	-6,133.35	20,414.54	194,536.15	200,669.50

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstre	0	0	3,446.03	15,900.57	15,900.57
3610 Interest	0	0	0	0	0.00
3690.070 Misc	0	0	0	3,255.98	3,255.98
Total Admin Income	0	0	3,446.03	19,156.55	19,156.55
EXPENSES					0.00
4110 Adminis	0	0	48.39	1,242.32	1,242.32
4196 Admin F	0	0	645.81	2,975.40	2,975.40
4189/4190 Su	0	0	34.41	2,199.11	2,199.11
Total Admin E	0	0	728.61	6,416.83	6,416.83
4540 Employe	0	0	4.89	95.34	95.34
4590 Admin F	0	0	39.58	197.9	197.90
4431 Building	0	0	0	0	0.00
4430 Clean/D	0	0	0	2.88	2.88
Total General	0	0	44.47	296.12	296.12
Total Expense	0	0	773.08	6,712.95	6,712.95
					0.00
Residual Rece	0	0	2,672.95	12,443.60	12,443.60

Section 8 HAP

	Current Period	Current Year
INCOME		
3610.000 Interest on HAP Reserve	0	0
3610.030 Interest on VASH Reserve	0	0
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	0	10,352.46
3690.020 Other Income FSS Forfeitures	0	0
3690.080 Oth Inc fr Adm for Overleasing	0	0
8026.000 Contributions Earned- HAP	1,352,090.00	6,130,395.00
8026.240 Contr. Earned HAP - Katrina	0	0
8026.245 DVP Contributions Earned	0	0
8026.400 Contrib Earned HAP Liberty-RAD	0	0
8026.450 Contrib Earned HAP ST-RAD	0	261,718.00
8026.455 Contrib Earned HAP-ST Demolitto	21,649.00	115,478.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	10,548.00	52,746.00
8026.457 Contib. Earned S8 Foster Youth	2,793.00	13,966.00
8026.500 Contrib.-Vet.Affs.Supp.Hous.	0	0
8026.800 Contributions Earned- Mainstrea	0	0
TOTAL HAP INCOME	1,387,080.00	6,584,655.46
EXPENSES		
4715.010 HAP Occupied Units	1,091,064.00	5,195,942.31
4715.020 HAP Parkside Occ. Units	16,601.00	91,570.00
4715.030 HAP Damages	0	0
4715.040 HAP Tanglewood Occ. Units	963	4,823.00
4715.070 HAP Portability - In	0	0
4715.090 HAP - Portability - Out	49,231.00	274,100.28
4715.100 HAP Parkside-Portability-Out	1,881.00	9,404.00
4715.230 HAP Homeownership	5,067.00	22,982.00
4715.240 HAP Katrina	0	0
4715.245 HAP Disaster Vchr. Prog.	0	0
4715.400 HAP Liberty-RAD	23,844.00	117,031.00
4715.450 HAP ST-RAD	142,506.00	243,905.00
4715.451 HAP Grandview-RAD	6,611.00	30,461.00
4715.500 HAP Vet.Affs.Support.Hous.	53,206.00	145,586.00
4715.501 HAP - VASH - Portability - Out	0	0
4715.800 HAP Mainstream	-96,087.00	0
4715.801 HAP Mainstream Port-Out	0	0
4715.910 HAP Hill Co. Occ. Units	67,531.00	331,825.00
4715.911 HAP Hillsboro Housing	0	0
4715.925 HAP Somervell Co.	4,824.00	25,332.00
4715.926 HAP Somervell Co. Port Out	0	0
4715.990 HAP Hill Co. Portability	23,835.00	106,795.00
4715.991 HAP Hillsboro Housing Port-Out	0	0
4716.000 UAP Occupied Units	14,252.00	71,036.00
4716.100 UAP Parkside Occ. Units	55	523
4716.130 UAP Tanglewood Occ. Units	0	0
4716.230 UAP Homeownership	0	141
4716.240 UAP Katrina	0	0
4716.245 UAP Disaster Vchr. Prog.	0	0
4716.400 UAP Liberty-RAD	-692	2,533.00
4716.450 UAP ST RAD	44	312
4716.500 UAP Vet.Affairs Support Hous.	63	471
4716.800 UAP Mainstream	0	0
4716.910 UAP Hill Co. Occ. Units	500	1,958.00
4716.911 UAP Hillsboro Housing	0	0
4716.925 UAP Somervell Co.	0	0
4717.000 UAP - Portability - Out	1,290.40	7,690.40
4717.100 UAP - Portability - In	0	0
TOTAL HAP/UAP EXPENSE	1,406,589.40	6,684,420.99
RESIDUAL RECEIPTS (Profit/Loss)		
	-19,509.40	-99,765.53

WPFC II BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under															
INCOME																				
3110 Dwelling Rental	0	0	0	0	0															
Total Rental Income	0	0	0	0	0															
3480 Proceeds fr. Insurance Claims	0	0	0	0	0															
3610 Interest Income	0	0	2,460.12	13,254.37	13254.37															
3690 Other Income	0	0	0	0	0															
Total Operating Income	0	0	2,460.12	13,254.37	13254.37															
3999.000 Transfer In	0	0	0	0	0															
Total Income	0	0	2,460.12	13,254.37	13254.37															
EXPENSES																				
4110 Administrative Salaries	0	0	0	0	0															
4120 Compensated Absences	0	0	0	0	0															
4130 Legal Expense	0	0	0	0	0															
4140 Staff Training & Convention	0	0	0	0	0															
4150 Travel	0	0	0	0	0															
4171 Auditing Fees	0	0	0	0	0															
4180 Office Rent	0	0	0	0	0															
4190 Sundry	0	0	0	0	0															
4195 Property Management Fee	0	0	0	0	0															
Total Admin Expense	0	0	0	0	0															
4310 Water	0	0	0	0	0															
4320 Electricity	0	0	0	0	0															
4390 Sewer	0	0	0	0	0															
Total Utility Expense	0	0	0	0	0															
4410 Labor	0	0	0	0	0															
4420 Material	0	0	0	0	0															
4430 Contract Cost	0	0	0	0	0															
Total Ordinary Maint. & Operation	0	0	0	0	0															
4480 Contract Cost	0	0	0	0	0															
Total Protective Services	0	0	0	0	0															
4510.010 Workers Comp. Insurance	0	0	0	0	0															
4510.020 General Lab Insurance	0	0	0	0	0															
4510.040 Auto Insurance	0	0	0	0	0															
4510.050 Public Officials Insurance	0	0	0	0	0															
4510.090 Fire & Extend Coverage	0	0	0	0	0															
4540 Employee Benefit Payments	0	0	0	0	0															
4570 Collection Losses	0	0	0	0	0															
4580 Interest Expense	0	0	0	0	0															
Total General Expenses	0	0	0	0	0															
Total Routine Expenses	0	0	0	0	0															
EXPENSES																				
4620.040 Casualty Losses-non capitalized	0	0	0	0	0															
Total Non Routine Expenses	0	0	0	0	0															
4800 Depreciation Expense	0	0	0	0	0															
6110 G/L Disposition of Real Property	0	0	0	0	0															
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0															
6130 Special Items, Net Gain/Loss	0	0	0	0	0															
Total Capital Expenses	0	0	0	0	0															
Prior Year Adjustment - ARR	0	0	0	0	0															
Total Prior Year Receipts	0	0	0	0	0															
Total Expenses	0	0	0	0	0															
					0															
Residual Receipts (Profit/Loss)	0	0	2,460.12	13,254.37	13254.37															

Picadilly BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under															
INCOME																				
3110 Dwelling Rental	52,300.00	21,791.65	4,826.00	22,590.20	798.55															
Total Rental Income	52,300.00	21,791.65	4,826.00	22,590.20	798.55															
3400.100 Youth Literacy Grant-Dollar Gen	0	0	0	0	0.00															
3480 Proceeds fr. Insurance Claims	0	0	0	0	0.00															
3610 Interest Income	900	375	254.86	1,371.77	996.77															
3690 Other Income	3,600.00	1,516.70	0	3,350.85	1,834.15															
3999 Transfer In	0	0	0	0	0.00															
Total Operating Income	4,500.00	1,891.70	254.86	4,722.62	2,830.92															
Total Income	56,800.00	23,683.35	5,080.86	27,312.82	3,629.47															
EXPENSES					0.00															
4110 Administrative Salaries	3,320.00	1,356.73	440.44	1,684.69	327.96															
4120 Compensated Absences	0	0	0	0	0.00															
4130 Legal Expense	0	0	0	0	0.00															
4140 Staff Training & Convention	90	37.5	0	0	-37.50															
4150 Travel	30	12.5	3	11.28	-1.22															
4171 Auditing Fees	130	130	6.81	33.56	-96.44															
4180 Office Rent	0	0	0	0	0.00															
4190 Sundry	2,620.00	1,229.10	58.32	792.15	-436.95															
4195 Property Management Fee	0	0	0	0	0.00															
4196 Mgmt/Bkpg./Adm.Fee	5,750.00	2,395.85	530.86	2,484.92	89.07															
Total Admin Expense	11,940.00	5,161.68	1,039.43	5,006.60	-155.08															
4310 Water	3,030.00	1,262.50	22.21	1,282.75	20.25															
4320 Electricity	1,650.00	687.5	0	259.95	-427.55															
4390 Sewer	540	225	0	58.69	-166.31															
Total Utility Expense	5,220.00	2,175.00	22.21	1,601.39	-573.61															
4410 Labor	4,020.00	1,642.78	224.26	1,150.83	-491.95															
4420 Material	3,140.00	1,308.35	96.28	1,906.69	598.34															
4430 Contract Cost	9,990.00	4,162.50	257.32	3,086.42	-1,076.08															
Total Ordinary Maint. & Operation	17,150.00	7,113.63	577.86	6,143.94	-969.69															
4480 Contract Cost	0	0	0	0	0.00															
Total Protective Services	0	0	0	0	0.00															
4510.010 Workers Compensation	170	70.85	30.12	150.6	79.75															
4510.020 General Liab Insurance	40	16.65	3.24	16.2	-0.45															
4510.040 Auto Insurance	20	8.35	1.31	6.55	-1.80															
4510.050 Public Officials Insurance	70	29.15	6.01	30.05	0.90															
4510.090 Fire & Extend Coverage	1,070.00	445.85	104.39	521.95	76.10															
4540.000 Employee Benefit Payments	3,370.00	1,404.15	268.83	1,205.05	-199.10															
4570 Collection Losses	690	172.5	0	176	3.50															
4580 Interest Expense	0	0	0	0	0.00															
Total General Expenses	5,430.00	2,147.50	413.9	2,106.40	-41.10															
Total Routine Expenses	39,740.00	16,597.81	2,053.40	14,858.33	-1,739.48															
EXPENSES					0.00															
4191.500 Dollar General Grant- Books	0	0	0	0	0.00															
Total Non-Apartment Expenses	0	0	0	0	0.00															
4610.000 Extraordinary Maintenance	0	0	0	0	0.00															
4620.040 Casualty Losses-non capitalized	0	0	0	0	0.00															
5999.000 Transfer Out	0	0	0	0	0.00															
Total Non Routine Expenses	0	0	0	0	0.00															
4800 Depreciation Expense	3,260.00	1,358.35	272.57	1,360.48	2.13															
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0.00															
Total Capital Expenses	3,260.00	1,358.35	272.57	1,360.48	2.13															
6010 Prior Year Adjustment - ARR	0	0	0	0	0.00															
Total Prior Year Receipts	0	0	0	0	0.00															
Total Expenses	43,000.00	17,956.16	2,325.97	16,218.81	-1,737.35															
					0.00															
Residual Receipts (Profit/Loss)	13,800.00	5,727.19	2,754.89	11,094.01	5,366.82															

Misty BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under															
INCOME																				
3110 Dwelling Rental	98,700.00	41,125.00	8,430.00	41,960.00	835.00															
Total Rental Income	98,700.00	41,125.00	8,430.00	41,960.00	835.00															
3400 Donations to Scholarship Fund	0	0	0	0	0.00															
3480 Proceeds fr. Insurance Claims	0	0	0	0	0.00															
3610 Interest Income	1,400.00	583.35	139.17	725.35	142.00															
3690 Other Income	2,700.00	1,225.05	0	816.29	-408.76															
3999.000 Transfer In	0	0	0	0	0.00															
Total Operating Income	4,100.00	1,808.40	139.17	1,541.64	-266.76															
Total Income	102,800.00	42,933.40	8,569.17	43,501.64	568.24															
EXPENSES																				
4110 Administrative Salaries	7,790.00	3,183.40	983.8	4,171.64	988.24															
4120 Compensated Absences	0	0	0	0	0.00															
4130 Legal Expense	200	83.35	0	0	-83.35															
4140 Staff Training & Convention	120	50	0	0	-50.00															
4150 Travel	0	0	0	0	0.00															
4171 Auditing Fees	280	280	22.45	81.3	-198.70															
4180 Office Rent	0	0	0	0	0.00															
4190 Sundry	3,595.00	1,528.70	278.8	1,127.66	-401.04															
4195 Property Management Fee	0	0	0	0	0.00															
4196 Mgmt./Bkpg./Adm.Fee	10,860.00	4,525.00	927.3	4,615.60	90.60															
Total Admin Expense	22,845.00	9,650.45	2,212.35	9,996.20	345.75															
4310 Water	4,660.00	1,941.65	353.91	1,893.44	-48.21															
4320 Electricity	1,190.00	495.85	36.85	204.58	-291.27															
4390 Sewer	4,140.00	1,725.00	317.83	1,779.41	54.41															
Total Utility Expense	9,990.00	4,162.50	708.59	3,877.43	-285.07															
4410 Labor	9,900.00	4,045.67	803.94	4,134.65	88.98															
4420 Material	1,930.00	804.15	59.13	501.97	-302.18															
4430 Contract Cost	14,285.00	5,952.00	2,597.76	5,189.07	-762.93															
Total Ordinary Maint. & Operation	26,115.00	10,801.82	3,460.83	9,825.69	-976.13															
4480 Contract Cost	75	31.25	12.06	36.18	4.93															
Total Protective Services	75	31.25	12.06	36.18	4.93															
4510.010 Workers Compensation	400	166.65	34.12	170.6	3.95															
4510.020 General Liab Insurance	110	45.85	9.46	47.3	1.45															
4510.040 Auto Insurance	40	16.65	2.94	14.7	-1.95															
4510.050 Public Officials Insurance	200	83.35	17.57	87.85	4.50															
4510.070 Crime/ Dishonesty	0	0	0	0	0.00															
4510.090 Fire & Extend Coverage	1,770.00	737.5	171.69	858.45	120.95															
4540 Employee Benefit Payments	6,615.00	2,756.25	712.34	3,151.66	395.41															
4570 Collection Losses	0	0	0	0	0.00															
4580 Interest Expense	0	0	0	0	0.00															
Total General Expenses	9,135.00	3,806.25	948.12	4,330.56	524.31															
Total Routine Expenses	68,160.00	28,452.27	7,341.95	28,066.06	-386.21															
EXPENSES																				
4191.100 Employee Committee	0	0	0	0	0.00															
4191.200 Non- Apartment Meetings	0	0	0	0	0.00															
4191.300 Non-Apartment Public Relations	0	0	0	0	0.00															
Total Non-Apartment Expenses	0	0	0	0	0.00															
4610.000 Extraordinary Maintenance	0	0	0	0	0.00															
4620.040 Casualty Losses-non capitalized	0	0	0	0	0.00															
4700 Scholarships Awarded	0	0	0	0	0.00															
5999.000 Transfer Out	0	0	0	0	0.00															
Total Non Routine Expenses	0	0	0	0	0.00															
4800 Depreciation Expense	31,840.00	13,266.65	2,644.73	13,217.30	-49.35															
6110 G/L Disposition of Real Property	0	0	0	0	0.00															
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0.00															
Total Capital Expenses	31,840.00	13,266.65	2,644.73	13,217.30	-49.35															
Prior Year Adjustment - ARR	0	0	0	0	0.00															
Total Prior Year Receipts	0	0	0	0	0.00															
Total Expenses	100,000.00	41,718.92	9,986.68	41,283.36	-435.56															
					0.00															
Residual Receipts (Profit/Loss)	2,800.00	1,214.48	-1,417.51	2,218.28	1,003.80															

Cimmaron BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under														Label1	Label2	Label3	Label4	Label5
INCOME																							
3110 Dwelling Rental	598,600.00	249,416.65	50,309.82	252,990.98	3,574.33																		
Total Rental Income	598,600.00	249,416.65	50,309.82	252,990.98	3,574.33																		
3400 Donations to Scholarship Fund	0	0	0	0	0.00																		
3480 Proceeds fr. Insurance Claims	0	0	0	0	0.00																		
3610 Interest Income	7,100.00	2,958.35	560.51	2,912.68	-45.67																		
3690 Other Income	21,900.00	9,683.30	2,490.99	10,706.44	1,023.14																		
3999.000 Transfer In	0	0	0	0	0.00																		
Total Operating Income	29,000.00	12,641.65	3,050.90	13,619.12	977.47																		
Total Income	627,600.00	262,058.30	53,360.72	266,610.10	4,551.80																		
EXPENSES																							
4110 Administrative Salaries	53,460.00	21,846.65	4,085.77	21,705.64	-141.01																		
4120 Compensated Absences	0	0	0	0	0.00																		
4130 Legal Expense	1,000.00	416.65	0	0	-416.65																		
4140 Staff Training & Convention	910	379.15	0	0	-379.15																		
4150 Travel	0	0	0	0	0.00																		
4171 Auditing Fees	2,070.00	2,070.00	208.82	636.82	-1,433.18																		
4180 Office Rent	0	0	0	0	0.00																		
4190 Sundry	23,860.00	10,984.20	2,700.92	9,330.52	-1,653.68																		
4195 Property Management Fee	0	0	0	0	0.00																		
4196 Mgmt./Bkpg./Adm.Fee	155,620.00	64,841.65	13,080.56	65,777.66	936.01																		
Total Admin Expense	236,920.00	100,538.30	20,076.07	97,450.64	-3,087.66																		
4310 Water	44,290.00	18,454.15	1,745.51	15,485.63	-2,968.52																		
4320 Electricity	7,360.00	3,066.65	895.5	4,474.03	1,407.38																		
4390 Sewer	24,510.00	10,212.50	1,851.67	9,286.55	-925.95																		
Total Utility Expense	76,160.00	31,733.30	4,492.68	29,246.21	-2,487.09																		
4410 Labor	63,040.00	25,761.53	5,091.85	26,186.70	425.17																		
4420 Material	22,080.00	9,200.05	1,800.93	5,954.77	-3,245.28																		
4430 Contract Cost	63,750.00	26,562.50	5,280.88	18,184.50	-8,378.00																		
Total Ordinary Maint. & Operation	148,870.00	61,524.08	12,173.66	50,325.97	-11,198.11																		
4480 Contract Cost	480	200	76.38	229.14	29.14																		
Total Protective Services	480	200	76.38	229.14	29.14																		
4510.010 Workers Compensation	2,680.00	1,116.65	227.4	1,137.00	20.35																		
4510.020 General Liab Insurance	670	279.15	58.94	294.7	15.55																		
4510.040 Auto Insurance	300	125	24.07	120.35	-4.65																		
4510.050 Public Officials Insurance	1,260.00	525	109.47	547.35	22.35																		
4510.070 Crime / Dishonesty	70	29.15	5.85	29.25	0.10																		
4510.090 Fire & Extend Coverage	17,905.00	7,460.40	1,666.61	8,333.05	872.65																		
4540 Employee Benefit Payments	43,995.00	18,331.25	4,294.00	19,473.98	1,142.73																		
4570 Collection Losses	900	225	0	0	-225.00																		
4580 Interest Expense	0	0	0	0	0.00																		
Total General Expenses	67,780.00	28,091.60	6,386.34	29,935.68	1,844.08																		
Total Routine Expenses	530,210.00	222,087.28	43,205.13	207,187.64	-14,899.64																		
EXPENSES																							
4191.100 Employee Committee	0	0	0	0	0.00																		
4191.200 Non-Apartment Meetings	0	0	232.24	853.85	853.85																		
4191.300 Non-Apartment Public Relations	0	0	0	0	0.00																		
Total Non-Apartment Expenses	0	0	232.24	853.85	853.85																		
4610.000 Extraordinary Maintenance	0	0	753	753	753.00																		
4620.040 Casualty Losses-non capitalized	0	0	0	0	0.00																		
4700 Scholarships Awarded	0	0	0	0	0.00																		
5999.000 Transfer Out	0	0	0	0	0.00																		
Total Non Routine Expenses	0	0	753	753	753.00																		
4800 Depreciation Expense	93,690.00	39,037.50	7,775.74	38,838.93	-198.57																		
6110 G/L Disposition of Real Property	0	0	0	0	0.00																		
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0.00																		
Total Capital Expenses	93,690.00	39,037.50	7,775.74	38,838.93	-198.57																		
6010 Prior Year Adjustment - ARR	0	0	0	0	0.00																		
Total Prior Year Receipts	0	0	0	0	0.00																		
Total Expenses	623,900.00	261,124.78	51,966.11	247,633.42	-13,491.36																		
					0.00																		
Residual Receipts (Profit/Loss)	3,700.00	933.52	1,394.61	18,976.68	18,043.16																		

MAINSTREAM HAP

Mainstream HAP Income Statement			
	Current Period	YTD Budget	
INCOME			
8026.800 Contr. Earned- Mainstream	30,648.00	151,674.00	
TOTAL HAP INCOME	30,648.00	151,674.00	
EXPENSES			
4715.090 HAP Mainstream Port-Out	758	3,790.00	
4715.800 HAP Mainstream	29,847.00	145,897.00	
4716.800 UAP Mainstream	19	95	
4716.801 UAP Mainstream Port-Out	0	0	
TOTAL HAP/UAP EXPENSE	30,624.00	149,782.00	
RESIDUAL RECEIPTS (Profit/Loss)	24	1,892.00	

MAINSTREAM ADMIN

Mainstream Admin BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	0	0	3,446.03	15,900.57	15,900.57
3610 Interest on on Admin Reserve	0	0	0	0	0.00
3690.070 Misc. Other Income	0	0	0	3,255.98	3,255.98
Total Admin Income	0	0	3,446.03	19,156.55	19,156.55
EXPENSES					0.00
4110 Administrative Salaries	0	0	48.39	1,242.32	1,242.32
4196 Admin Fees	0	0	645.81	2,975.40	2,975.40
4189/4190 Sundry	0	0	34.41	2,199.11	2,199.11
Total Admin Expenses	0	0	728.61	6,416.83	6,416.83
4540 Employee Benefit Payments	0	0	4.89	95.34	95.34
4590 Admin Fee	0	0	39.58	197.9	197.90
4431 Building Repair Contract	0	0	0	0	0.00
4430 Clean/Desinf Contr. Svcs	0	0	0	2.88	2.88
Total General Expenses	0	0	44.47	296.12	296.12
Total Expenses	0	0	773.08	6,712.95	6,712.95
					0.00
Residual Receipts (Profit/Loss)	0	0	2,672.95	12,443.60	12,443.60

WPFC Income Statement

	Raintree					Cimmaron					Misty				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	1,130,700.00	471,125.00	95,113.21	477,610.02	6,485.02	598,600.00	249,416.65	50,309.82	252,990.98	3,574.33	98,700.00	41,125.00	8,430.00	41,960.00	835.00
Total Rental Income	1,130,700.00	471,125.00	95,113.21	477,610.02	6,485.02	598,600.00	249,416.65	50,309.82	252,990.98	3,574.33	98,700.00	41,125.00	8,430.00	41,960.00	835.00
3400 Donations to Scholarship Fd.	0	0	2.72	16.2	16.20	0	0	0	0	0.00	0	0	0	0	0.00
3480 Proceeds fr. Insurance Claims	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
3610 Interest Income	13,500.00	5,625.00	1,042.80	5,721.87	96.87	7,100.00	2,958.35	560.51	2,912.68	-45.67	1,400.00	583.35	139.17	725.35	142.00
3690 Other Income	40,300.00	17,583.35	2,250.00	13,643.31	-3,940.04	21,900.00	9,683.30	2,490.39	10,706.44	1,023.14	2,700.00	1,225.05	0	816.29	-408.76
3999.000 Transfer In	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total Operating Income	53,800.00	23,208.35	3,295.52	19,381.38	-3,826.97	29,000.00	12,641.65	3,050.90	13,619.12	977.47	4,100.00	1,808.40	139.17	1,541.64	-266.76
Total Income	1,184,500.00	494,333.35	98,408.73	496,991.40	2,658.05	627,600.00	262,058.30	53,360.72	266,610.10	4,551.80	102,800.00	42,933.40	8,569.17	43,501.64	568.24
EXPENSES															
4110 Administrative Salaries	85,375.00	34,888.82	7,160.84	37,128.10	2,239.28	53,460.00	21,846.65	4,085.77	21,705.64	-141.01	7,790.00	3,183.40	983.8	4,171.64	988.24
4120 Compensated Absences	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
4130 Legal Expense	2,500.00	1,041.65	0	0	-1,041.65	1,000.00	416.65	0	0	-416.65	200	83.35	0	0	-83.35
4140 Staff Training & Convention	2,220.00	925	0	0	-925.00	910	379.15	0	0	-379.15	120	50	0	0	-50.00
4150 Travel	630	262.5	72	270.72	8.22	0	0	0	0	0.00	0	0	0	0	0.00
4171 Auditing Fees	3,250.00	3,250.00	321.93	1,001.38	-2,248.62	2,070.00	2,070.00	208.82	636.82	-1,433.18	280	280	22.45	81.3	-198.70
4180 Office Rent	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
4190 Sundry	46,455.00	18,210.50	2,554.73	12,197.98	-6,012.52	23,860.00	10,984.20	2,700.92	9,330.52	-1,653.68	3,595.00	1,528.70	278.8	1,127.66	-401.04
4195 Property Management Fee	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
4196 Mgmt./Bkpg./Adm.Fee	293,970.00	122,487.50	24,729.43	124,178.60	1,691.10	155,620.00	64,841.65	13,080.56	65,777.66	936.01	10,860.00	4,525.00	927.3	4,615.60	90.60
Total Admin Expense	434,400.00	181,065.97	34,838.93	174,776.78	-6,289.19	236,920.00	100,538.30	20,076.07	97,450.64	-3,087.66	22,845.00	9,650.45	2,212.35	9,996.20	345.75
4310 Water	54,450.00	22,687.50	3,906.14	22,318.16	-369.34	44,290.00	18,454.15	1,745.51	15,485.63	-2,968.52	4,660.00	1,941.65	353.91	1,893.44	-48.21
4320 Electricity	15,310.00	6,379.15	1,210.20	5,822.79	-556.36	7,360.00	3,066.65	895.5	4,474.03	1,407.38	1,190.00	495.85	36.85	204.58	-291.27
4390 Sewer	54,510.00	22,712.50	5,513.11	26,278.33	3,565.83	24,510.00	10,212.50	1,851.67	9,286.55	-925.95	4,140.00	1,725.00	317.83	1,779.41	54.41
Total Utility Expense	124,270.00	51,779.15	10,629.45	54,419.28	2,640.13	76,160.00	31,733.30	4,492.68	29,246.21	-2,487.09	9,990.00	4,162.50	708.59	3,877.43	-285.07
4410 Labor	96,690.00	39,512.73	5,382.35	27,619.57	-11,893.16	63,040.00	25,761.53	5,091.85	26,186.70	425.17	9,900.00	4,045.67	803.94	4,134.65	88.98
4420 Material	55,590.00	24,222.72	4,076.99	27,443.64	3,220.92	22,080.00	9,200.05	1,800.93	5,954.77	-3,245.28	1,930.00	804.15	59.13	501.97	-302.18
4430 Contract Cost	127,265.00	54,871.93	14,932.05	59,959.94	5,088.01	63,750.00	26,562.50	5,280.88	18,184.50	-8,378.00	14,285.00	5,952.00	2,597.76	5,189.07	-762.93
Total Ordinary Maint. & Operation	279,545.00	118,607.38	24,391.39	115,023.15	-3,584.23	148,870.00	61,524.08	12,173.66	50,325.97	-11,198.11	26,115.00	10,801.82	3,460.83	9,825.69	-976.13
4480 Contract Cost	420	175	33.5	167.5	-7.50	480	200	76.38	229.14	29.14	75	31.25	12.06	36.18	4.93
Total Protective Services	420	175	33.5	167.5	-7.50	480	200	76.38	229.14	29.14	75	31.25	12.06	36.18	4.93
4510.010 Workers Compensation	4,140.00	1,725.00	339.43	1,697.15	-27.85	2,680.00	1,116.65	227.4	1,137.00	20.35	400	166.65	34.12	170.6	3.95
4510.020 General Liab Insurance	1,060.00	441.65	92.68	463.4	21.75	670	279.15	58.94	294.7	15.55	110	45.85	9.46	47.3	1.45
4510.040 Auto Insurance	470	195.85	37.92	189.6	-6.25	300	125	24.07	120.35	-4.65	40	16.65	2.94	14.7	-1.95
4510.050 Public Officials Insurance	1,980.00	825	172.12	860.6	35.60	1,260.00	525	109.47	547.35	22.35	200	83.35	17.57	87.85	4.50
4510.070 Crime / Dishonesty	70	29.15	5.85	29.25	0.10	70	29.15	5.85	29.25	0.10	0	0	0	0	0.00
4510.090 Fire & Extend Coverage	32,640.00	13,600.00	3,038.37	15,191.85	1,591.85	17,905.00	7,460.40	1,666.61	8,333.05	872.65	1,770.00	737.5	171.69	858.45	120.95
4540 Employee Benefit Payments	83,405.00	34,752.05	6,093.41	28,573.74	-6,178.31	43,995.00	18,331.25	4,294.00	19,473.98	1,142.73	6,615.00	2,756.25	712.34	3,151.66	395.41
4570 Collection Losses	6,620.00	1,655.00	0	111.76	-1,543.24	900	225	0	0	-225.00	0	0	0	0	0.00
4580 Interest Expense	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total General Expenses	130,385.00	53,223.70	9,779.78	47,117.35	-6,106.35	67,780.00	28,091.60	6,386.34	29,935.68	1,844.08	9,135.00	3,806.25	948.12	4,330.56	524.31
Total Routine Expenses	969,020.00	404,851.20	79,673.05	391,504.06	-13,347.14	530,210.00	222,087.28	43,205.13	207,187.64	-14,899.64	68,160.00	28,452.27	7,341.95	28,066.06	-386.21
EXPENSES															
4191.100 Employee Committee	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
4191.200 Non-Apartment Meetings	0	0	0	0	0.00	0	0	232.24	853.85	853.85	0	0	0	0	0.00
4191.300 Non-Apartment Public Relations	0	0	0	444.72	444.72	0	0	0	0	0.00	0	0	0	0	0.00
Total Non-Apartment Expenses	0	0	0	444.72	444.72	0	0	232.24	853.85	853.85	0	0	0	0	0.00
4610.000 Extraordinary Maintenance	0	0	0	0	0.00	0	0	753	753	753.00	0	0	0	0	0.00
4620.040 Casualty Losses-non capitalize	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
4700 Scholarships Awarded	3,000.00	1,500.00	0	0	-1,500.00	0	0	0	0	0.00	0	0	0	0	0.00
5999.000 Transfer Out	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total Non Routine Expenses	3,000.00	1,500.00	0	0	-1,500.00	0	0	753	753	753.00	0	0	0	0	0.00
4800 Depreciation Expense	175,080.00	72,950.00	15,028.18	75,154.34	2,204.34	93,690.00	39,037.50	7,775.74	38,838.93	-198.57	31,840.00	13,266.65	2,644.73	13,217.30	-49.35
6110 G/L Disposition of Real Property	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
6120 G/L Disposition of Nonexp. Equip.	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total Capital Expenses	175,080.00	72,950.00	15,028.18	75,154.34	2,204.34	93,690.00	39,037.50	7,775.74	38,838.93	-198.57	31,840.00	13,266.65	2,644.73	13,217.30	-49.35
6010 Prior Year Adjustment - ARR	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total Prior Year Receipts	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
Total Expenses	1,147,100.00	479,301.20	94,701.23	467,103.12	-12,198.08	623,900.00	261,124.78	51,966.11	247,633.42	-13,491.36	100,000.00	41,718.92	9,986.68	41,283.36	-435.56
Residual Receipts (Profit/Loss)	37,400.00	15,032.15	3,707.50	29,888.28	14,856.13	3,700.00	933.52	1,394.61	18,976.68	18,043.1					

RESOLUTION NO. 3846

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES TO APPROVE THE PRESIDENT/CEO TO NEGOTIATE FOR AVAILABLE REAL ESTATE FOR THE PURPOSE OF PURCHASING REAL ESTATE IN WACO HOUSING AUTHORITY & AFFILIATES JURISDICTIONAL AREAS.

WHEREAS, WHA President/CEO will negotiate contract terms with real estate officials to attempt to create affordable housing in the jurisdictional areas, and

WHEREAS, Waco Housing Authority & Affiliates retains the right to cancel any such agreement at any time before the execution of the contract documents, and

WHEREAS, it is the recommendation of the President/CEO that the Board approve any and all real estate contracts, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT Waco Housing Authority & Affiliates President/CEO has been approved to negotiate with real estate officials for the purpose of purchasing real estate in Waco Housing Authority & Affiliates jurisdictional area. The President/CEO is authorized to execute real estate contracts and serve as the Contracting Officer for the contracts on behalf of Waco Housing Authority & Affiliates and the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 14th day of April 2022.

Secretary

Chairperson of the Board

(SEAL)

RESOLUTION NO. 3847

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA IN THE AMOUNT OF \$93,534.91 FOR REHAB OF 5 MOLD UNITS AT KATE ROSS.

WHEREAS, the Modernization Department solicited bids in accordance with procurement guidelines from qualified service providers, and

WHEREAS, forty – three (43) service providers were notified by email, and

WHEREAS, Waco Housing Authority & Affiliates received three (3) compliant bids, and

WHEREAS, it was determined that Zamco Services of Lorena submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the bid for rehab of 5 mold units be awarded to Zamco Services of Lorena in the amount of \$93,534.91, and

WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW; THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the Board of Commissioners of WACO HOUSING AUTHORITY & AFFILIATES on this the 14th day of April 2022.

Secretary

Chairperson of the Board

(SEAL)

BID TABULATION

Project: Rehab of 5 units at Kate Ross

Architect/Project Manager: WHA

Date and Time: March 16, 2021 @ 2:00pm

COMPANY NAME, ADDRESS, CONTACT NUMBER, CONTACT PERSON	Bid form including base bid	Unit pricing (if applicable)
Adam Heath Construction	\$162,336.00	N/A
Hoover Construction	\$166,777.00	N/A
Zamco Services	\$93,534.91	N/A
		N/A
		N/A
		N/A
Analysis: LOW BID: HIGH BID: AVERAGE BID: DIFFERENCE:		

SCOPE OF WORK

Scope of Work

Rehab of 5 units at Kate Ross Apartments

Project # PH202003

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Deadline for bids will be **March 16, 2022 @ 2:00 p.m. CST**

OVERVIEW:

Project: Build back 5 units after mold remediation and clearance progress to pre-existing working order and spec.

1202 Cleveland

610 ½ S. 9th

608 ½ S. 9th

915 S. 11th

1116 Cleveland

The contractor shall make reference to:

Definitions:

1. WHA = Waco Housing Authority.
2. MOD = Department of Modernization.
3. HUD = Department of housing and Urban Development.
4. RRP = Lead Renovation, Repair, and Painting Program.
5. LBPA = Lead-Based Paint Activities.
6. TCEQ = Texas Commission On Environmental Quality.
7. MUTCD = Manual on Uniform Traffic Control Devices.
8. MBE = National Minority Supplier.
9. WBENC = Certified Women's Business Enterprise.
10. EPA = Environmental Protection Agency.
11. OSHA = Occupational Safety and Health Administration.
12. AHJ = Authority Having Jurisdiction.
13. O.C. = On Center.
14. ICC IECC = 2012 + 2012 International Energy Conservation Code.
15. AWS = American Welding Code.
16. VOC = Volatile Organic Compound.

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Work must be confined to the areas directly related to the project. Access to site/unit must always be reasonably accessible. Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
4. Contractor must provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.
5. Contractors, Sub-Contractors or anyone working under the contractor may not park vehicles on or traverse landscaped areas, unless the vehicle is directly required to do the job at hand.
6. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
7. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
8. **City of Waco requires that Contractors inquire if a permit is required for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed to Ed Cotton and Kaitlin Dragoo prior to work start and

*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
9. WHA will provide the asbestos survey when required by the City Of Waco.
10. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor must be done in accordance with the TCEQ.
11. Neither Housing Authority and Affiliates or Rising Images employees are to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
12. All aspects of this project will be conducted in accordance with HUD 5370-EZ, General Conditions of the Construction Contract and other applicable forms provided in bid packages.
13. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork. The final payment request will be processed only after all required paper work is received.
14. All contracts require no less than a (1) year workmanship Warranty by the contractor in addition to any Manufacture warranties.

15. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties.
<https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
16. A pre-construction meeting must be set within 48 hours of contract awardment, by contacting Kaitlin Dragoo.
17. Contractor has 45 consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:30 A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
18. Weather Days. Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction." Weather Day request must be communicated to Ed Cotton and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.
19. Excessive inspection "hold points". If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted. Documentation and a simple request via email must be sent to Ed Cotton and Kaitlin Dragoo promptly.
20. Clarification or questions must be emailed to Al Whiteman and Kaitlin Dragoo.
21. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) HUD 5369-A Form
 - e) Section 3 Clause Acknowledgement Form
 - f) Section 3 Business Self Certification Form
 - g) Contractor Section 3 Assurance of Compliance & Action Plan Form
 - h) Section 3 Contractor Self Certification Form- (if applicable)
 - i) Addenda Receipt
 - j) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - k) Bid Bond (if estimate is over \$50,000.00)
 - l) HUD Previous Participation Form (if contract was over \$50,000.00)
 - m) MBE/WBE (if applicable)

*** Please note - the Section 3 Acknowledgment Form, Section 3 Business Concern Self-Certification Form, Contractor Section 3 Assurance of Compliance and Action plan **MUST** be turned in with your bid documents for each subcontractor

CONSTRUCTION SPECIFICS

Location: Kate Ross Development
915 S.11th Street Waco Tx.76706

Date:1/31/2022

Project: Build back 5 units after mold remediation and clearance progress to pre-existing working order and spec.

1202 Cleveland

610 ½ S. 9th

608 ½ S. 9th

915 S. 11th

1116 Cleveland

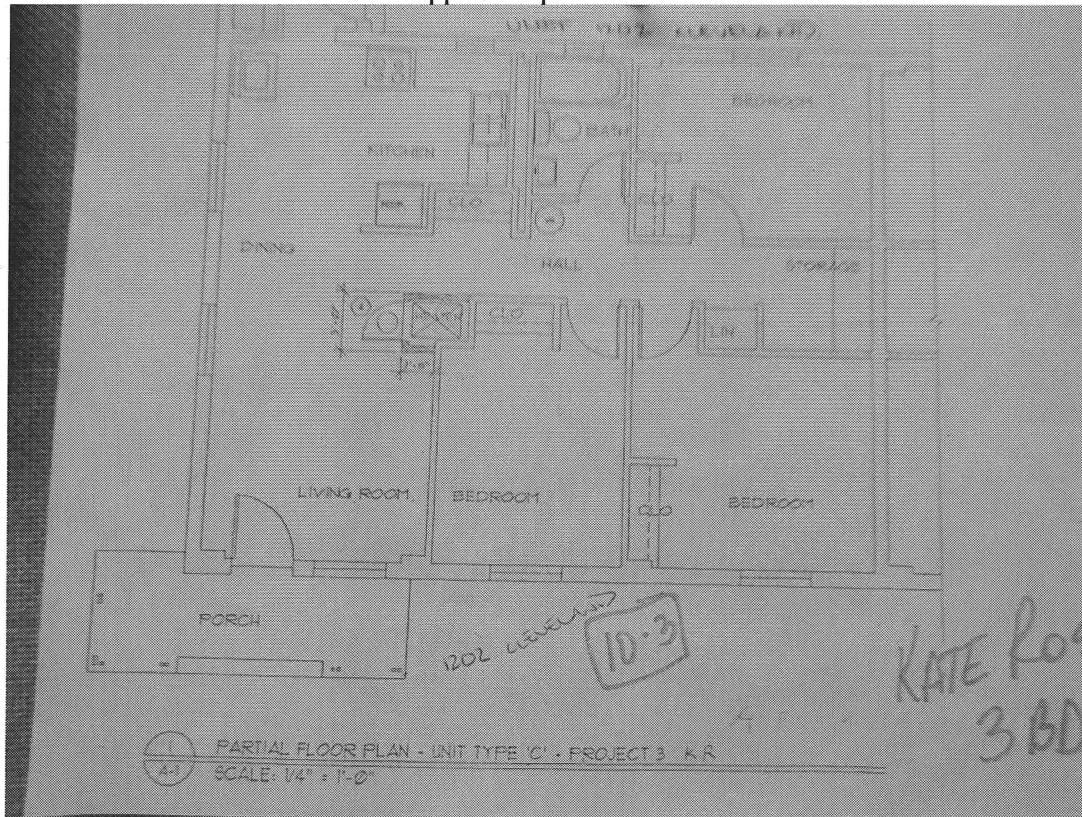
Scope Of Work: Consist of 5 units in need of restoring to preexisting working order prior to remediations. The following trades will be required.

- | | |
|---------------------------------|--------------------|
| 1.Demo | 6.HVAC duct work |
| 2.Concrete Stucco/Eephus repair | 7.Eletrical |
| 3.Frameing /Carpenter | 8.Flooring |
| 4.Dry wall /texture | 9.Cab/counter tops |
| 5. Painter | 10.Light Plumbing |

Materials: Materials, fixtures, and or items replaced during the repair process, will be of matching quality, grade, color, texture, finish as existing materials or as close to possible where applicable to meet scope standards unless otherwise approved by MOD department or called out for change or upgrade in scope.

The measurements provided in the SOW are (approximate not exact measurements) a site walk at the pre bid walk would be essential for the for contractors to accurately bid the following project.

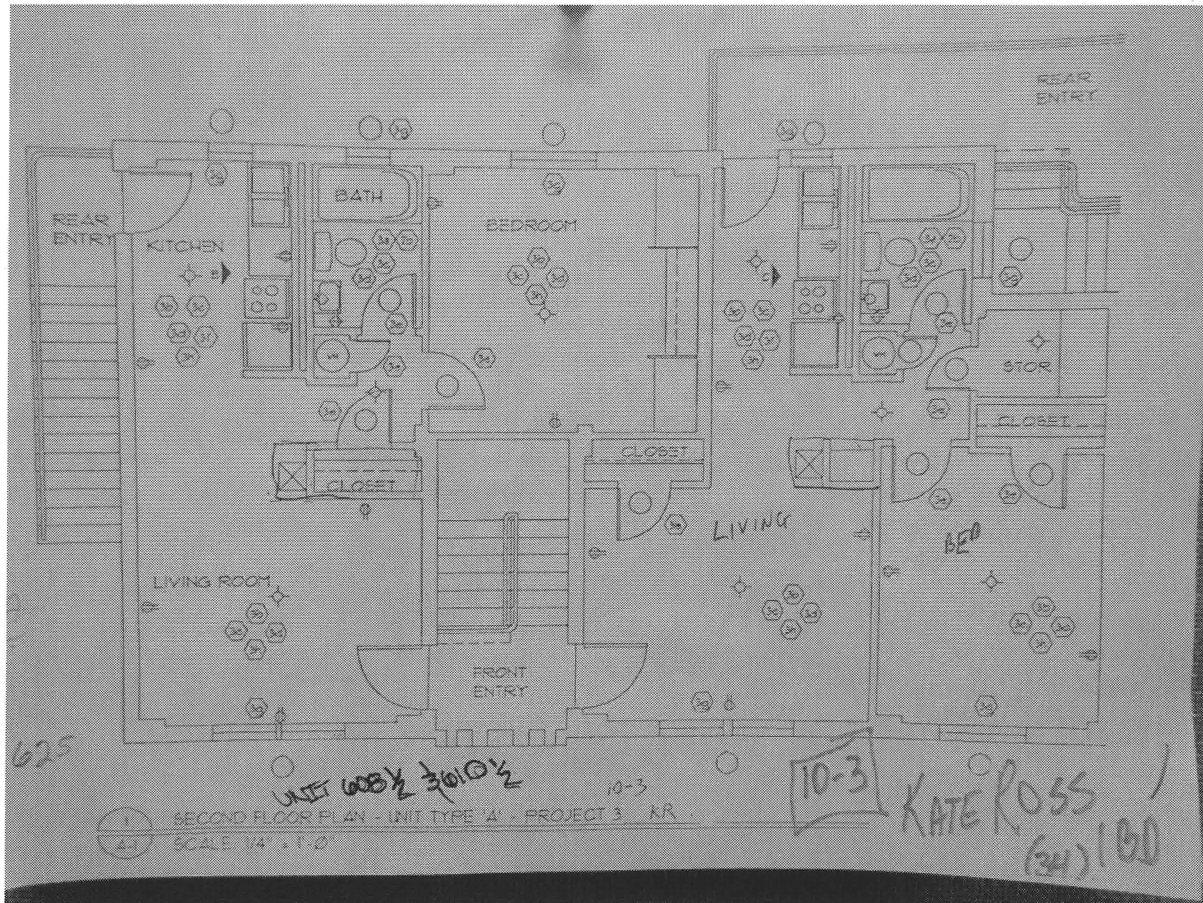
Unit 1. 1202 Cleveland. 3br/1ba app 995 sq



Unit repairs.

- 1.Full unit paint
- 2.Full floor replacement install 995 sq (LVP)
- 3.Install app. 250 sq sheet rock ,tape ,texture,
- 4.Install app. 35 lf hvac duct and app. 6 vent covers
- 5.R&R >35 sq counter tops/>20 lf cabinets
- 6.R&R lighting(LED)
- 7.Frame out and install hvac closet door
- 8.Repalce return vents.
- 9.R&R tub /shower surround
- 10.R&R all bath room fixtures/and vanity.
- 11.R&R baseboards (match existing)

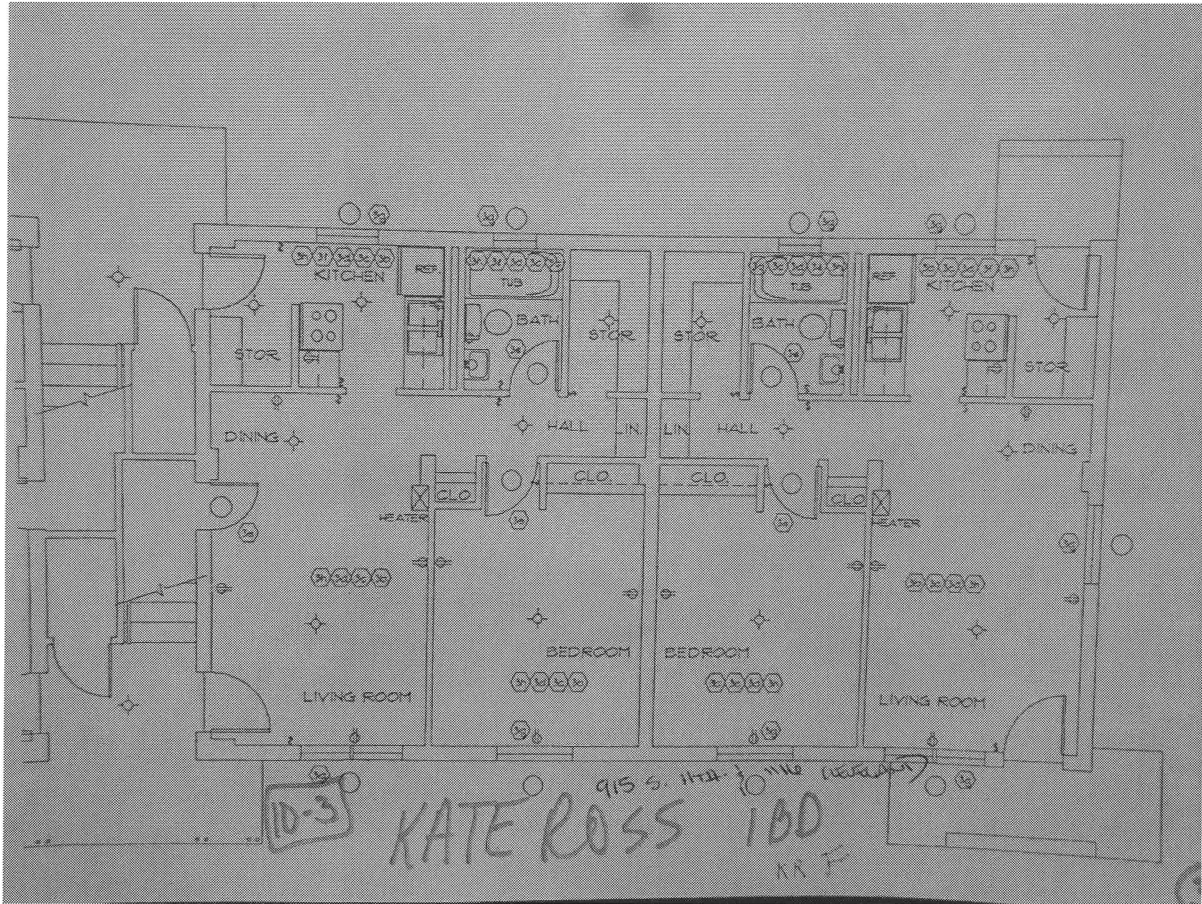
Unit 2 & 3 608 ½ & 610 ½ S 9th 1br/1ba app.600 sq.



Unit repairs.

- 1.Full unit paint ceiling&walls
- 2.Full floor replacement install 600 sf (LVP)
- 3.Install app. 150 sq sheet rock ,tape ,texture,
- 4.Install app. 25 lf hvac duct and app. 6 vent covers
- 5.R&R >30 sq counter tops/>12 lf cabinets
- 6.R&R lighting with(LED)
- 7.Frame out and install hvac closet door
- 8.Replace return vent
- 9.R&R tub /shower surround
- 10.R&R all bath room fixtures/and vanity
11. (unit 608 ½) 10 sq concrete/stucco repair
- 12.(unit 610 ½) rebuild storage area
- 13.(unit 610 ½) install drop ceiling 600 sf.
- 14.R&R baseboards (match existing)

Units.4 & 5 915 S 11th & 1116 Cleveland 1br/1ba app.575 sq (ADA UNITS)



Unit repairs.

- 1.Full unit paint
- 2.Full floor replacement install 575 sf (LVP)
- 3.Install app. 20 sq sheet rock ,tape ,texture,
- 4.Install app. 10 lf hvac duct and app. 4 vent covers
- 5.Replace >35 sq counter tops/>20 lf cabinets
- 6.R&R Lighting (LED)
- 7.Frame out and install hvac closet door
- 8.Repalce return vents.
- 9.R&R tub /shower surround
- 10.R&R all bath room fixtures/and vanity.
- 11.(unit 1116) bedroom ceiling concrete/stucco repair 50 sq
- 12.R&R base board (match Existing)

Materials Spec. (Comparable or better than)

1. Vanity & Top : Project Source 24-in White Single Sink Bathroom Vanity with White Cultured Marble Top in the Bathroom Vanities with Tops department at Lowes.com <https://www.lowes.com/pd/Project-Source-White-24-in-White-Undermount-Single-Sink-Bathroom-Vanity-with-White-Cultured-Marble-Top/5001952377>

2. Vanity Sink Faucet: Project Source Dover Chrome 2-Handle 4-in Centerset WaterSense Bathroom Sink Faucet with Drain in the Bathroom Sink Faucets department at Lowes.com <https://www.lowes.com/pd/Project-Source-Chrome-2-handle-4-in-Centerset-WaterSense-Bathroom-Sink-Faucet-with-Drain/1000969822>

3. Shower Faucet hard wear: Pfister Polished Chrome 3-handle Bathtub and Shower Faucet with Valve in the Shower Faucets department at Lowes.com <https://www.lowes.com/pd/Pfister-Polished-Chrome-3-handle-Bathtub-and-Shower-Faucet-with-Valve/5005518827>

4. Bath tub: American Standard Elevate 60-in W x 30-in L Arctic White Fiberglass/Plastic Composite Rectangular Drain Alcove Soaking Bathtub in the Bathtubs department at Lowes.com <https://www.lowes.com/pd/American-Standard-Elevate-60-in-x-30-in-Tub--Hand-Outlet/5001524785>

5. Tub surround: American Standard Elevate 60-in W x 60-in H x 31-in L 3-Piece Arctic White High-impact Polystyrene Bathtub Back Wall Panel in the Bathtub Walls & Surrounds department at Lowes.com <https://www.lowes.com/pd/American-Standard-Elevate-60-in-x-30-in-x60-in-Subway-Pattern-3pc-Tub-Walls/5001523503>

6. LVP: ProCore Legacy Oak 6-in Wide x 3-1/5-mm Thick Waterproof Interlocking Luxury Vinyl Plank Flooring (22.84-sq ft) in the Vinyl Plank department at Lowes.com <https://www.lowes.com/pd/ProCore-16-Piece-5-75-in-x-35-75-in-Legacy-Oak-Luxury-Locking-Vinyl-Plank-Flooring/1000389549>

7. LED Lighting: Project Source Adjustable Color Temperature 1-Light 13-in White Flush Mount Light ENERGY STAR in the Flush Mount Lighting department at Lowes.com

<https://www.lowes.com/pd/Project-Source-PS-13-IN-WHT-ROUND-EDGE-LIT-CCT/5000149423>

8. Cabinets Series : Project Source 36-in W x 34.5-in H x 24-in D White Laminate Sink Base Fully Assembled Stock Cabinet in the Kitchen Cabinets department at Lowes.com <https://www.lowes.com/pd/Project-Source-36-in-x-35-in-Shaker-Sink-Base-Cabinet/1002918816>

9. CounterTops: allen + roth A+R Solid Surface Sidewalk Solid Surface Brown Kitchen Countertop Sample (4-in x 4-in) in the Kitchen Countertop Samples department at Lowes.com <https://www.lowes.com/pd/allen-roth-A-R-Solid-Surface-Sidewalk-Kitchen-Countertop-Sample/5000196559>

10. Cab Hardware: Design House Truss 10-Pack 3-5/8-in Center to Center Nan Cylindrical Bar Drawer Pulls in the Drawer Pulls department at Lowes.com <https://www.lowes.com/pd/Design-House-Truss-Pull-10-Pack-Stainless-Steel/5001461147>